

Berwyn Park District
Board Meeting
Proksa Park Activity Center
3001 S. Wisconsin Ave, Berwyn, IL
October 21, 2025, at 6:00pm
Agenda

- I. Call to Order – Roll Call of Commissioners (action)
- II. Adoption of Agenda (action)
- III. Acceptance of Minutes (action)
 - a. Sept 2nd, 2025, Committee Meeting
 - b. Sept 16th, 2025, Board Meeting
 - c. Oct 7, 2025, Committee Meeting
- IV. Public Comments
- V. Correspondence
- VI. Financial Report
 - a. Superintendent of Finance & HR Report (action)
 - b. 2026 FY Draft Budget
- VII. Agency Report
- VIII. West Suburban Special Recreation Association (WSSRA)
- IX. Proksa Redevelopment
- X. Unfinished Business (action)
 - a. 2026 Meeting Calendar (action)
 - b. Morton Tree Protection Plan
 - c. Proksa Stream
- XI. New Business
 - a. Pond Contract
 - b. Freedom Deeds
 - c. Security Incident Response Plan
- XII. Commissioners' Comments
- XIII. Executive Session
 - a. The Session
 - b. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
 - c. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06
 - d. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
- XIV. Action from Executive Session (action)
- XV. Adjournment (action)

The next regular scheduled meeting of the Board of Commissioners is November 18, 2025, at 6:00pm at Proksa Park Activity Center.

The next Committee meeting of the Board of Commissioners is November 4, 2025, at 4:30pm at Freedom Park Administration Building. hPersons with disabilities requiring reasonable accommodation to participate in this meeting should contact Director Fallon at 708-788-1701, at least 48 hours prior to the meeting.

BOARD OF COMMISSIONERS

Gretchen Kostelny, President
Zachary Taylor, Treasurer
Janel King, Commissioner

Ana Espinoza, Vice President
Claire Clark, Secretary



Committee Meeting Minutes
Berwyn Park District
September 2nd, 2025, at 4:30pm
Freedom Administration Building

The committee meeting of the Berwyn Park District Board of Commissioners was called to order at 4:35pm by President Gretchen Kostelny.

Commissioners in attendance: Claire Clark, Ana Espinoza, Janel King, and Zachary Taylor

Absent: Gretchen Kostelny

Staff in attendance: Cathy Fallon (Executive Director), Cindy Hayes (Superintendent of Finance and HR), and Nicole Collier (Superintendent of Recreation).

Agenda: A motion made by Taylor, seconded by Clark to approve the agenda as presented. Motion carried.

Public Comments: none.

Correspondence: none.

Financial Report: a motion was made by Clark, seconded by King to approve the first half of September 2025 payables in the amount of \$46,401.15. Roll call: Clark- aye, Espinoza- aye, King-aye, Kostelny- absent and Taylor- aye. Motion carried.

Hayes gave an update of the delay from Cook County on property taxes. Cook County has posted a preliminary 2024 agency tax rate. The county does not know when the final numbers will be posted. The county does not know when homeowners will receive their second property tax installment. Director Fallon went over the draft budget schedule. The 2026 budget public hearing is scheduled for October 21, 2025 at 6pm at Proksa Park.

Policy and Personnel: nothing to report.

Recreation: report included in the packet. Update: 114 are signed up for youth soccer and 176 Brewfest tickets have been sold. A marketing report is also included in the packet.

Parks and Facilities: report in packet. Community tree planted event on October 25th. John Roberts is getting quotes for striping for pickleball courts. He is also getting quotes for restoration of the courts and also quotes for building brand new courts. Commissioner Taylor commented that there are two dead trees at Proksa Park.

Other Business: The timeline for the Proksa redevelopment is listed in the packet. Commissioner Taylor wants to know when the final design for Proksa Park will be ready. He wants the location of the picnic shelter be moved to a different location, so that it does not interfere with the disc golf course. Proksa Pond update: proposals for each section of the pond are included in the packet. The OSLAD Freedom Park- Community open house is tonight, September 2nd at 6pm at Freedom. Director Fallon sent out a survey of possible dates for the board retreat. Please complete this as soon as possible.

Commissioners' Comments: Commissioner Clark received good feedback on the Back-to-School picnic. Commissioner Taylor wants to see a full proposal and draft contract for the Proksa pond. He would also like to see information on warranties and maintenance of the ponds after installation.

Adjournment: A motion was made by Taylor, seconded by Clark to adjourn at 5:43pm. Motion unanimously carried.

Attested to by:

President: Gretchen Kostelny

Recording Secretary: Cynthia Hayes

Minutes of Monthly Board Meeting
Berwyn Park District
September 16th, 2025, at 6pm
Proksa Park Activity Center

The regular monthly meeting of the Berwyn Park District Board of Commissioners was called to order at 6:00pm by Vice President Ana Espinoza.

Commissioners in attendance: Claire Clark, Ana Espinoza, Janel King (via phone), Gretchen Kostelny (via phone), and Zachary Taylor.

Absent: none

Staff in attendance: Cathy Fallon (Executive Director), and Cindy Hayes (Superintendent of Finance and HR).

A motion was made by Espinoza, seconded by Taylor to approve Kostelny and King attend via phone.

Roll call: Clark- aye, Espinoza-aye, King-aye, Kostelny-aye, and Taylor- aye. Motion carried.

Agenda: A motion made by Taylor, seconded by Clark to approve the agenda as presented. Motion carried. Roll call: Clark- aye, Espinoza-aye, King-aye, Kostelny-aye, and Taylor- aye. Motion carried.

Minutes: A motion made by Clark, seconded by Taylor to approve the minutes from August 19, 2025, Board Meeting. Roll call: Clark- aye, Espinoza-aye, King-aye, Kostelny-aye, and Taylor- aye. Motion carried. The September 2, 2025 Committee Meeting was tabled due to an error. Roll call: Clark- aye, Espinoza-aye, King-aye, Kostelny-aye, and Taylor- aye. Motion carried.

Public Comments: none.

Correspondence: none.

Financial Report: A motion made by Clark, seconded by King, to approve September's payables in the amount of \$52,797.34 and August's payroll \$149,013.09 for a total of \$201,810.43. Roll call: Clark- aye, Espinoza-aye, King-aye, Kostelny-aye, and Taylor- aye. Motion carried. The Schedule of Investments Report was reviewed. Total investments \$1,485,830.60. The 2026 draft budget was included in the packet. Details of the budget will be discussed at the Committee Meeting.

Agency Report: The report is in the packet. Director Fallon discussed the various programs and the registration numbers.

West Suburban Special Recreation Association (WSSRA): minutes from the July 8th meeting were included in the packet.

Proksa Park Redevelopment: no update.

Old Business: Included in the packet is the Proksa Pond proposal from Aquascape. A motion was made by Kostelny, seconded by Clark to authorize Director Fallon to enter into a contract with Aquascape for phase 1 \$298,057.07 and phase 2 \$116,835.94 which includes both the east and west pond areas. Roll call: Clark- aye, Espinoza-aye, King-aye, Kostelny-aye, and Taylor- aye. Motion carried. Commissioner Taylor would like further exploration with phase 3- the connector section. Included in the packet is the tree protection plan for the Morton Arboretum grant requirement. This will be on the next agenda for further discussion and approval.

New Business: A motion was made by Kostelny, seconded by Clark to approve the Resolution of Authorization Form OS/DOC-3 that states the district has the funds to match the OSLAD grant for the project at Freedom Park. Roll call: Clark- aye, Espinoza-aye, King-aye, Kostelny-aye, and Taylor- aye. Motion carried.

Commissioners' Comments: Commissioner Espinoza said that the Township of Berwyn tabled the park district's request for a bus was due to no exact dollar amount in the letter. She asked that Director Fallon resubmit the request. Commissioner asked why the park district did not participate in the police department open house. Unfortunately, the district did not have staff available, responded Director Fallon. Commissioner Kostelny asked Director Fallon to reach out to the commissioners for volunteer opportunities if staff are unavailable. Commissioner Taylor noted that the east side of Freedom Park has debris and building materials along the fence line. Commissioner Taylor commented that the new trees are growing taller than the protective fencing. He asked if taller fencing could be used. He would also like to see management staff at their programs to evaluate how things are. Commissioner Espinoza asked if the district has a QR code to purchase Brewfest tickets. She would like to display it at the Octoberfest. Commissioner asked if the district had a last-minute push strategy for ticket sales.

Executive Session: no session

Meeting Dates: October 7th, 2025-Committee Meeting at Freedom Park Administration Building at 4:30pm. October 21st, 2025- Regular Board Meeting at Proksa Park Activity Center at 6pm.

Adjournment: A motion made by Clark, seconded by Taylor to adjourn at 6:31pm. Roll call: Clark- aye, Espinoza-aye, King-aye, Kostelny-aye, and Taylor- aye. Motion carried.

Attested to by:

President: Gretchen Kostelny

Recording Secretary: Cynthia Hayes

Committee Meeting Minutes
Berwyn Park District
October 7th, 2025, at 4:30pm
Freedom Administration Building

The committee meeting of the Berwyn Park District Board of Commissioners was called to order at 4:37pm by President Gretchen Kostelny.

Commissioners in attendance: Claire Clark, Ana Espinoza, Janel King, Gretchen Kostelny, and Zachary Taylor

Absent: none

Staff in attendance: Cathy Fallon (Executive Director), Cindy Hayes (Superintendent of Finance and HR), John Roberts (Superintendent of Parks and Facilities), Javier Garcia (Foreman).

Agenda: A motion made by Espinoza, seconded by Clark to approve the agenda as presented. Motion carried.

Public Comments: none.

Correspondence: none.

Financial Report: a motion was made by Clark, seconded by Kostelny to approve the first half of October 2025 payables in the amount of \$90,164.88. Roll call: Clark- aye, Espinoza- aye, King-aye, Kostelny- aye, and Taylor- aye. Motion carried.

Hayes gave an update of the delay from Cook County on property taxes. The county is having software issues. There is no update to when we can expect our final numbers or 2nd installment payment. The county is offering short-term loans for agencies that do not have at least a 3-month cash flow for operation costs. Our district does not qualify for this. Director Fallon went over the budget numbers. Fallon discussed the fund balances. The proposed 2026 budget is a similar deficit to the last several years. The district is working with Lauterbach and Amen accounting firm on the 2026 budget and levy. The 2026 budget public hearing is scheduled for October 21, 2025 at 6pm at Proksa Park. Commissioner asked what the 2024 budget was and final numbers were.

A motion was made by Kostelny, seconded by Clark to approve the cost share table rates for the 2026 health insurance plans for \$2000 PPO/1500 HRA, HMO, Dental with Orthodontia, and Vision \$600. Full coverage for single health insurance with 20%/80% employee/employer coverage on vision, dental, and additional family members for health insurance. Roll call: Clark- aye, Espinoza-aye, King-aye, Kostelny-aye, and Taylor- aye. Motion carried.

A motion was made by King, seconded by Clark to close out the BMO account and transfer the remaining balance to the Republic Bank account. Roll call: Clark- aye, Espinoza-aye, King-aye, Kostelny-aye, and Taylor- aye. Motion carried.

Policy and Personnel: Tree Protection Policy- Commissioner Taylor would like page numbers and noted a typo error on third page.

Recreation: no report.

Parks and Facilities: report in packet. Morton Arboretum did a walk through with the parks department for the upcoming tree planting day-October 25. Pickle ball lines are now painted on all the tennis courts at Proksa Park. The parks department purchased a water tank.

Other Business: Hitchcock Designs was bought out by another firm, RVI. We will continue to work with Lacey Lawrence on the Proksa Park redevelopment project. IDNR has turned down the district's application for the OSLAD grant for Freedom Park, due to the language that is written in the deeds of Freedom Park. Director Fallon will work with Mike Roth (attorney) to get the deeds updated.

Commissioner King left the meeting and attended via phone for remaining portion of the meeting.

The board's retreat is November 9th from 2pm-6pm. Further information will follow.

The City of Berwyn is looking to establish a pool committee. This was proposed at the council meeting. Possibly having Director Fallon as part of this committee. Waiting for further information on this.

Schedule of 2026 committee meetings and board meetings were included in the packet. Board will approve at the next meeting.

Commissioners' Comments: Commissioner Taylor would like the porta pots cleaned multiple times during the week instead of the contracted once a week. He asked if they could be located throughout the park instead of next to the building. He would like winterized porta pots in the parks all winter. Commissioner Espinoza asked about the training of the lightning detection system. She asked if the BDC gave any additional information on the Harlem Avenue property.

Adjournment: A motion was made by Kostelny, seconded by Clark to adjourn at 6:06pm. Motion unanimously carried.

Attested to by:

President: Gretchen Kostelny

Recording Secretary: Cynthia Hayes

DATE: 10/21/2025
TO: The Board of Commissioners
FROM: Cindy Hayes, Superintendent of Finance and HR
RE: Financial Report

- A. Schedule of Investments
- B. October 2025 Payables / September 2025 Payroll and Payroll Liabilities (Action Roll Call)
Check Reconciliation Report and
Paid Invoice Listing Report included
- C. Treasurer's Report
- D. General Ledger (GL)
Report

Berwyn Park District Schedule of Investments September 2025

[illegible]

DATE: 10/21/2025
TO: The Board of Commissioners
FROM: Cindy Hayes
Superintendent of Finance and HR
RE: Accounts Payable and Payroll -Treasurer's Report

FINANCE

October 2025 Payables:

Checks 25990-26010

\$ 41,872.29

(Detail check listing following this page)

Payroll/Payroll Liabilities:

9/12/2025 \$ 39,827.12

8/29/2025 \$ 41,418.88

total: \$ 81,246.00

I motion to approve the October 2025 payables in the amount of \$41,872.29 and September 2025 Payroll in the amount of \$ 81,246.00 for a total of \$ 123,118.29

BERWYN PARK DISTRICT
CHECK RECONCILIATION REPORT

DATED FROM 10/08/2025 TO 10/21/2025
ALL CHECK STATUSES

CHECK #	VENDOR	NAME	STATUS	ISSUE DATE	STATUS DATE	CHECK AMT
25990	AMERSEAL	American Sealcoating	OUT	10/21/25	10/16/25	1,200.00
25991	Berwyn P	Berwyn Police Department	OUT	10/21/25	10/16/25	100.00
25992	Brady	BradyIFS	OUT	10/21/25	10/16/25	1,395.00
25993	BUDDYBR	BUDDY BEAR	OUT	10/21/25	10/16/25	32.00
25994	Burke	Burke Beverage	OUT	10/21/25	10/16/25	1,390.60
25995	CDS	CDS Office Technologies	OUT	10/21/25	10/16/25	832.13
25996	COMCAST	COMCAST BUSINESS	OUT	10/21/25	10/16/25	1,077.85
25997	COMCAST2	COMCAST BUSINESS	OUT	10/21/25	10/16/25	655.13
25998	COMED	Com. Ed.	OUT	10/21/25	10/16/25	2,586.45
25999	Commeg	Commeg Systems, Inc.	OUT	10/21/25	10/16/25	134.00
26000	COSTCO	Citi Cards	OUT	10/21/25	10/16/25	105.21
26001	Hitchcoc	Hitchcock Design, Inc.	OUT	10/21/25	10/16/25	12,784.17
26002	HOME	Homewood Brewing Company	OUT	10/21/25	10/16/25	400.00
26003	Moran	F.E. Moran, Inc.	OUT	10/21/25	10/16/25	2,620.00
26004	NCSI	NCSI	OUT	10/21/25	10/16/25	37.00
26005	NICOR	Nicor Gas	OUT	10/21/25	10/16/25	319.40
26006	OFFICE D	ODP BUSINESS SOLUTIONS, LLC	OUT	10/21/25	10/16/25	93.98
26007	PFM Fina	PFM Financial Services	OUT	10/21/25	10/16/25	11,822.37
26008	PROWASTE	Pro Waste Disposal Inc.	OUT	10/21/25	10/16/25	1,350.00
26009	PWD	Premier World Discovery	OUT	10/21/25	10/16/25	2,397.00
26010	Roth	Roth Legal LLC	OUT	10/21/25	10/16/25	540.00
					TOTAL---ALL CHECKS	41,872.29

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TIME: 12:56:17
ID: AP450000

BERWYN PARK DISTRICT
PAID INVOICE LISTING

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FROM 10/08/2025 TO 10/21/2025

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
AMERSEAL	American Sealcoating								
	1390	01 Tennis Courts	10020053660	10/07/25		25990	10/21/25	1,200.00	1,200.00 1,200.00
							VENDOR TOTAL:		1,200.00
Berwyn P	Berwyn Police Department								
	Oct 25	01 Concerts at Proksa Park	25000050505	10/14/25		25991	10/21/25	100.00	100.00 100.00
							VENDOR TOTAL:		100.00
Brady	BradyIFS								
	10748674	01 Snow Plow Ice Melt	10020053660	10/16/25		25992	10/21/25	1,395.00	1,395.00 1,395.00
							VENDOR TOTAL:		1,395.00
BUDDYBR	BUDDY BEAR								
	122	01 Car Washes	10020053650	10/06/25		25993	10/21/25	32.00	32.00 32.00
							VENDOR TOTAL:		32.00
Burke	Burke Beverage								
	417223	01 Beer payment for Brewfest	54100055412	10/02/25		25994	10/21/25	1,390.60	1,390.60 1,390.60
							VENDOR TOTAL:		1,390.60
CDS	CDS Office Technologies								
	INV1727675	01 Monitor for camera system &	25000055750	10/09/25		25995	10/21/25	832.13	832.13 832.13
		02 Equipment	** COMMENT **						0.00
							VENDOR TOTAL:		832.13
COMCAST	COMCAST BUSINESS								
	252828922	01 Telephone and Internet	10010052641	10/02/25		25996	10/21/25	1,077.85	1,077.85 538.93
		02 Telephone and Internet	50010052641						538.92
							VENDOR TOTAL:		1,077.85
COMCAST2	COMCAST BUSINESS								
	Nov 25-LCC	01 LCC cable and Internet	50010052641	10/08/25		25997	10/21/25	655.13	215.66 215.66

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	Nov 25-PP			10/08/25		25997	10/21/25	655.13	220.66
	01	Proksa Cable and Internet	50010052641						220.66
	Nov 25-SP			10/08/25		25997	10/21/25	655.13	218.81
	01	Sunshine Cable and Internet	10010052641						218.81
								VENDOR TOTAL:	655.13
COMED	Com. Ed.								
	Sep 25- Hessler			10/06/25		25998	10/21/25	2,586.45	49.66
	01	Electric Hessler	50020052638						49.66
	Sep 25- LCC green			10/06/25		25998	10/21/25	2,586.45	31.33
	01	LCC green	50020052638						31.33
	Sep 25- Smirz			10/06/25		25998	10/21/25	2,586.45	85.91
	01	Electric Smirz	50020052638						85.91
	Sep 25-FP			10/06/25		25998	10/21/25	2,586.45	771.76
	01	Electric Freedom	10020052638						771.76
	Sep 25-LCC			10/06/25		25998	10/21/25	2,586.45	465.39
	01	Electric Liberty	50020052638						465.39
	Sep 25-PP			10/06/25		25998	10/21/25	2,586.45	889.64
	01	Electric Proksa	50020052638						889.64
	Sep 25-SP			10/06/25		25998	10/21/25	2,586.45	292.76
	01	Electric SP	10020052638						292.76
								VENDOR TOTAL:	2,586.45
Commeg	Commeg Systems, Inc.								
	25101311			10/13/25		25999	10/21/25	134.00	134.00
	01	Time Pro	50010052610						134.00
								VENDOR TOTAL:	134.00
COSTCO	Citi Cards								
	Sep 25- Collier			10/08/25		26000	10/21/25	105.21	105.21
	01	water for Brewfest	54100055410						105.21
								VENDOR TOTAL:	105.21
Hitchcoc	Hitchcock Design, Inc.								
	36037			10/07/25		26001	10/21/25	12,784.17	4,000.00
	01	Proksa Park Final Design	41000056832						4,000.00

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BERWYN PARK DISTRICT
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	36038	01 OSLAD Application for Freedom	41000056832	10/07/25		26001	10/21/25	12,784.17	8,784.17 8,784.17
							VENDOR TOTAL:		12,784.17
HOME	Homewood Brewing Company								
	HBC-00105	01 Brewfest payment	54100055412	10/02/25		26002	10/21/25	400.00	400.00 400.00
							VENDOR TOTAL:		400.00
Moran	F.E. Moran, Inc.								
	502920-9	01 Freedom HVAC	10020053666	10/14/25		26003	10/21/25	2,620.00	2,620.00 2,620.00
							VENDOR TOTAL:		2,620.00
NCSI	NCSI								
	62037	01 Background check	23000052629	10/03/25		26004	10/21/25	37.00	37.00 37.00
							VENDOR TOTAL:		37.00
NICOR	Nicor Gas								
	Oct 25-LCC	01 LCC	50020052637	10/16/25		26005	10/21/25	319.40	161.83 161.83
	Oct 25-LCC Gen	01 LCC Generator	50020052637	10/16/25		26005	10/21/25	319.40	157.57 157.57
							VENDOR TOTAL:		319.40
OFFICE D	ODP BUSINESS SOLUTIONS, LLC								
	440570990001	01 Copy Paper	10010055790	10/06/25		26006	10/21/25	93.98	93.98 93.98
							VENDOR TOTAL:		93.98
PFM Fina	PFM Financial Services								
	Sep 25- Fallon								
		01 Staff Meeting Lunch	50010055796	10/06/25		26007	10/21/25	11,822.37	484.43 410.83
		02 Staff Meeting Lunch	50010055796						73.60
	Sep 25- Kell								
		01 Office Chair	50010055750	10/02/25		26007	10/21/25	11,822.37	670.91 149.99
		02 Return Item for preschool	51160055410						-6.99
		03 Paper Mache Lets make art	51160055420						32.38

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BERWYN PARK DISTRICT
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT

	Sep 25-	Kell		10/02/25		26007	10/21/25	11,822.37	670.91
		04 class	** COMMENT **						0.00
		05 watercolor paints	51160055420						84.60
		06 Book and Bites food	51160055415						82.93
		07 Hand Sanitizer	50010055790						2.53
		08 Sharpies Youth Programing	51160055420						27.24
		09 Art Supplies	51160055420						35.61
		10 Laminating Sheets	50010055790						37.99
		11 Early Childhood Supplies	51160055415						28.66
		12 Leos Lunch outing	53120052625						12.74
		13 Early Childhood Supplies	51160055415						37.98
		14 Chocolate Kitchen fees	53120052616						141.02
		15 Credit Card Fees	53120052616						4.23
	Sep 25-	Maintenance		10/08/25		26007	10/21/25	11,822.37	374.41
		01 Safety commiittee Workshop	10020053667						90.00
		02 Cover Box Kit	10020053667						72.96
		03 No pest W&H killer	10020055799						7.47
		04 Angle sash brush	10020055789						8.96
		05 HI DEN POLY	10020055789						8.98
		06 Trim Brush	10020055789						8.96
		07 Paint pail Liners	10020055789						4.49
		08 paint tray liner	10020055789						6.99
		09 Plastic dimple tray	10020055789						11.58
		10 Alum brush sweep	10020053665						144.90
		11 #3standard	10020055789						9.12
	Sep 25-	Collier		10/02/25		26007	10/21/25	11,822.37	2,047.55
		01 Refrigerator Proksa	10020055750						488.00
		02 Swiffer Mop	55130055795						29.94
		03 Refrigerator Freedom	10020055750						529.00
		04 Brewfest supplies	54100055410						102.90
		05 Envelope Adhesive	10010055790						8.99
		06 Brittany Birthday	50010055796						21.93
		07 Gift Card	50010055796						40.00
		08 Ice for Brewfest	54100055410						775.00
		09 Remarkable	50010052721						29.00
		10 Brewfest	54100055410						22.79
	Sep 25-	Garcia		10/08/25		26007	10/21/25	11,822.37	1,406.74
		01 Sprayer	10020055750						105.00
		02 Car wash	10020055750						11.99
		03 Auto cut head	10020055789						39.99
		04 Easy fill funnel	10020055789						6.99
		05 Nozzles	10020055789						29.99
		06 screenings	10020053660						49.00
		07 ROS disk	10020055789						22.97
		08 ROS disk	10020055789						22.97

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BERWYN PARK DISTRICT
PAID INVOICE LISTING

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FROM 10/08/2025 TO 10/21/2025

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	Sep 25-Garcia			10/08/25		26007	10/21/25	11,822.37	1,406.74
	09	screenings	10020053660						30.60
	10	select board	10020053665						4.79
	11	case	10020053665						47.97
	12	standard	10020053665						11.39
	13	garage door stop	10020053665						9.98
	14	plastic wood fill	10020053665						13.98
	15	texture pick	10020053665						515.88
	16	pink wrap classic pink	10020053665						28.08
	17	icloud storage	10020052644						0.99
	18	caulk	10020053665						31.40
	19	texture pick	10020053665						85.98
	20	standars	10020053665						25.14
	21	Fly trap	10020053665						39.95
	22	LED exit sign	10020053665						109.99
	23	Back up Alarm	10020053650						98.99
	24	Back up camara	10020053650						37.99
	25	Brown Gutter	10020053665						6.28
	26	Down Spot Clip	10020053665						1.98
	27	Down spout	10020053665						16.48
	Sep 25-Hayes			10/03/25		26007	10/21/25	11,822.37	869.70
	01	GoDaddy IT Services	10010052610						299.88
	02	Legal symposium	10010054700						225.00
	03	Legal Symposium	10010054700						310.00
	04	Desk File Organizer	10010055790						25.17
	05	Postage and Mail	10010055755						9.65
	Sep 25-Nepomuck			10/14/25		26007	10/21/25	11,822.37	1,174.69
	01	Facebook Ads for Brewfest	50010055761						25.00
	02	Gifts for Giveaway	50010055761						9.14
	03	Subscription for Email	50010054720						101.00
	04	Meta Ads for Brewfest	50010054720						21.42
	05	Stickers for Brewfest Merch	54100055410						34.44
	06	Merch for Brewfest	54100055410						769.85
	07	Banners for Brewfest	54100055410						140.87
	08	Giant Jenga for Special Events	50100055796						37.99
	09	Coroplast for Brewfest Signs	54100055410						34.98
	Sep 25-Roberts			10/07/25		26007	10/21/25	11,822.37	3,949.99
	01	Northstar Skid Sprayer	10020055750						3,949.99
	Sep 25-Rummell			10/10/25		26007	10/21/25	11,822.37	843.95
	01	HELP Training	23000054700						150.00
	02	Epic Sports	52090055430						27.57
	03	Youth baseball league medals	52090055432						167.60
	04	Youth Soccer league medals	52090055422						478.80
	05	Adult Tot Soccer Medals	52090055422						19.98

DATE: 10/16/2025
TIME: 12:56:17
ID: AP450000

BERWYN PARK DISTRICT
PAID INVOICE LISTING

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FROM 10/08/2025 TO 10/21/2025

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT

VENDOR TOTAL:								11,822.37	
PROWASTE	Pro Waste Disposal Inc.								
	I14651	01 Porta Potty PP	25000052615	10/03/25		26008	10/21/25	1,350.00	665.00 665.00
	I14652	01 Porta Potty	25000052615	10/03/25		26008	10/21/25	1,350.00	335.00 335.00
	I14653	01 Porta Potty	25000052615	10/03/25		26008	10/21/25	1,350.00	175.00 175.00
	I14654	01 Porta Potty Smirz	25000052615	10/03/25		26008	10/21/25	1,350.00	175.00 175.00
VENDOR TOTAL:								1,350.00	
PWD	Premier World Discovery								
	202469	01 Deposits & Travel Insurance	53120052620	10/10/25		26009	10/21/25	2,397.00	2,397.00 2,397.00
VENDOR TOTAL:								2,397.00	
Roth	Roth Legal LLC								
	25-75	01 Conf. Oslad & Distr. Title	10010051570	10/08/25		26010	10/21/25	540.00	540.00 540.00
VENDOR TOTAL:								540.00	
TOTAL --- ALL INVOICES:								41,872.29	

Berwyn Park District Treasurer Report

September 2025

	<u>Republic Bank Operating Account</u>	
	Beginning Balance	\$389,232.00
GL's	<u>Deposits</u>	
Misc accounts	Taxes (divided up among the funds)	\$6,656.72
10-00-00-43-455	Cook County Voting Use	
10-00-00-49-647	Corp: Cell Tower Lease	\$6,265.70
10-02-00-49-493	Recycling/Salvage	
10-02-00-45-470	Dog Park Fees	\$105.00
50-01-00-41-474	Advertising	\$450.00
50-01-00-46-477	Community Event Fees	
50-01-00-49-494	PDRMA Incentive/Reimbursement	
50-10-00-46-485	Back to School	
51-16-00-41-415	Early Childhood Programs	\$52.00
51-16-00-41-420	Youth Programs	
51-16-00-41-425	Teen Programs	
51-16-00-41-430	Summer Day Camp	
51-16-00-41-435	New Programs	
52-09-00-41-420	Youth Soccer	
52-09-00-41-430	Youth Baseball	
52-09-00-41-435	Athletic Camps	
52-09-00-41-440	Youth Athletic Contract. Programs	\$77.00
52-09-00-41-450	Adult Athletics	
52-09-00-41-465	New Programs	
52-09-00-41-470	Youth Athletic Special Event	
53-12-00-41-600	Adult Programs	
53-12-00-41-610	Active Adult Programs	\$35.00
53-12-00-41-615	Adult Day Trips	\$320.00
53-12-00-41-620	Extended Adult Trips	\$2,397.00
53-12-00-41-625	Adult Lunches	
53-12-00-41-630	New Programs	
53-12-00-52-618	refund transportation	
53-12-00-52-620	overpayment of Italy trip	
54-10-00-46-410	Brewfest	\$930.43
54-10-00-46-420	Fall Events	\$1,362.57
54-10-00-46-430	Winter Event	
54-10-00-46-440	Sponsorship	
54-10-00-46-450	Summer Event	
55-13-00-43-450	Proksa Center Rentals	
55-13-00-43-451	Liberty Center Rentals	\$175.00
55-13-00-43-455	Athletic Fields	\$820.00
55-13-00-43-471	Park Rentals (Outdoors)	
	<u>Credit Card (P-Card) Bill</u>	
	BMO Harris Mastercard	-\$3,748.13
	Costco Credit Card Bill	-\$114.83
	transfer in from PMA account	
	transfer to payroll account	-\$96,246.00
	Bank Fees	-\$234.68
	transfer to merchant account	
	Outstanding Checks Cleared/ACH	-\$112,509.18
	Deposits Credited to October Statement	-\$2,425.00
	Sales from the August GL	\$60.00
	Ending Balance	\$193,660.60

Berwyn Park District Treasurer Report		
September 2025		
	Republic Bank Merchant Account	
	Beginning Balance	\$16,295.00
GL's	<u>Deposits</u>	
10-02-00-45-470	Dog Park Fees	\$75.00
10-02-00-46-485	Benches	\$1,500.00
10-02-00-46-486	Garden Plots	
51-16-00-41-410	Preschool	\$525.00
51-16-00-41-415	Early Childhood Programs	\$1,013.00
51-16-00-41-420	Youth Programs	\$1,091.00
51-16-00-41-425	Teen Programs	
51-16-00-41-430	Summer Day Camp	\$290.00
51-16-00-41-435	New Programs	
52-09-00-41-420	Youth Soccer	\$475.00
52-09-00-41-425	Futsal	
52-09-00-41-430	Youth Baseball	
52-09-00-41-435	Athletic Camps	
52-09-00-41-440	Youth Athletic Contract. Programs	\$1,595.00
52-09-00-41-450	Adult Athletics	
52-09-00-41-465	New Programs	
52-09-00-41-470	Youth Athletic Special Event	
53-12-00-41-600	Adult Programs	\$60.00
53-12-00-41-610	Active Adult Programs	
53-12-00-41-615	Adult Day Trips	\$300.00
53-12-00-41-620	Extended Adult Trips	
53-12-00-41-625	Adult Lunches	
53-12-00-41-630	New Programs	
54-10-00-46-420	Fall Events	\$630.00
54-10-00-46-430	Winter Events	
54-10-00-46-450	Summer Events	
55-13-00-43-450	Proksa Center Rentals	\$1,131.25
55-13-00-43-451	Liberty Center Rentals	\$300.00
55-13-00-43-455	Athletic Fields Rentals	\$6,115.00
55-13-00-43-471	Park (Outdoor) Rentals	\$290.00
	refund	-\$126.00
	Card Connect Fees (August)	-\$1,507.02
	Bank Fees	-\$22.19
	chargeback	-\$331.25
	Credited to October Bank statement	-\$275.75
	Sales from the August GL	\$487.00
	control account	-\$527.00
	Ending Balance	\$29,383.04

Berwyn Park District Treasurer Report**September 2025**

<u>Republic Bank Property Tax Money Market Account</u>		
Beginning Balance		\$173,607.60
Interest		\$434.84
Property Tax Revenue (transferred from Operating Acct.)		
Replacement Tax		
DCEO Grant		
Transfer to Operating Account	operating	
Transfer to Illinois Funds Account		
Deposit from Illinois Funds Account		
Transfer to other accounts	payroll	
Ending Balance		\$174,042.44
<u>Republic Bank Payroll Account</u>		
Beginning Balance		\$17,600.91
Transfer in from Money Market Account		
Transfer from Operating Account		\$96,246.00
<i>Payroll/Employee Compensation-direct deposit</i>		-\$48,996.81
<i>Payroll/Employee Compensation-paper checks</i>		-\$893.42
Federal, State and FICA Exp		-\$21,034.83
IMRF Payments-Employer/Employee Contributions		-\$30,746.87
Ending Balance		\$12,174.98
<u>Republic Bank Petty Cash Account</u>		
Beginning Balance		\$4,956.35
Deposit from Operating Account		\$339.46
<i>Checks Cleared</i>		
Ending Balance		\$5,295.81

Berwyn Park District Treasurer Report**September 2025**

<u>Byline Unemployment Account</u>		
Beginning Balance		\$33,077.96
Interest		\$69.81
Maintenance Fee -refunded Unemployment		\$20.00
Ending Balance		\$33,167.77
<u>First American Bank Money Market-Capital Account</u>		
Beginning Balance		\$2,938,088.10
Interest		\$8,033.50
Transfer in		
Transfer to other accounts- set up of OSLAD account		
Ending Balance		\$2,946,121.60
<u>First American Bank Checking Account-Capital Account</u>		
Beginning Balance		\$4,771.07
Interest		\$0.94
Account Analysis Fee		-\$31.00
Transfer in		
Transfer to other accounts		
Ending Balance		\$4,741.01
<u>First American Bank -OSLAD Account</u>		
Beginning Balance		\$5,000.00
Interest		
Transfer in		
Transfer to other accounts		
Ending Balance		\$5,000.00

FOR FUND: `Corporate
FOR 10 PERIODS ENDING OCTOBER 31, 2025

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	76,434.69	2,822.22	(96.3)	764,346.62	917,216.00	603,722.50	(34.1)
Administration	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Buildings & Grounds	34,080.86	37.95	(99.8)	340,808.28	408,970.00	329,992.53	(19.3)
TOTAL REVENUES	110,515.55	2,860.17	(97.4)	1,105,154.90	1,326,186.00	933,715.03	(29.5)
EXPENSES							
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Administration	41,210.98	24,291.51	41.0	412,109.04	494,531.00	363,579.72	26.4
Buildings & Grounds	59,313.02	33,963.24	42.7	593,127.96	711,754.00	491,015.27	31.0
TOTAL EXPENSES	100,524.00	58,254.75	42.0	1,005,237.00	1,206,285.00	854,594.99	29.1
TOTAL FUND REVENUES	110,515.55	2,860.17	(97.4)	1,105,154.90	1,326,186.00	933,715.03	(29.5)
TOTAL FUND EXPENSES	100,524.00	58,254.75	42.0	1,005,237.00	1,206,285.00	854,594.99	29.1
SURPLUS (DEFICIT)	9,991.55	(55,394.58)	(654.4)	99,917.90	119,901.00	79,120.04	(34.0)

FOR FUND: Scholarship Fund
FOR 10 PERIODS ENDING OCTOBER 31, 2025

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	0.00	0.00	0.0	0.00	0.00	360.00	100.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	0.00	360.00	100.0
EXPENSES							
Non Departmental	625.00	0.00	100.0	6,250.00	7,500.00	2,925.00	61.0
TOTAL EXPENSES	625.00	0.00	100.0	6,250.00	7,500.00	2,925.00	61.0
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	0.00	360.00	100.0
TOTAL FUND EXPENSES	625.00	0.00	100.0	6,250.00	7,500.00	2,925.00	61.0
SURPLUS (DEFICIT)	(625.00)	0.00	100.0	(6,250.00)	(7,500.00)	(2,565.00)	(65.8)

FOR FUND: Social Security
FOR 10 PERIODS ENDING OCTOBER 31, 2025

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	83.34	0.00	100.0	833.32	1,000.00	550.00	(45.0)
TOTAL REVENUES	83.34	0.00	100.0	833.32	1,000.00	550.00	(45.0)
EXPENSES							
Non Departmental	6,829.75	3,138.64	54.0	68,297.50	81,957.00	59,924.21	26.8
TOTAL EXPENSES	6,829.75	3,138.64	54.0	68,297.50	81,957.00	59,924.21	26.8
TOTAL FUND REVENUES	83.34	0.00	100.0	833.32	1,000.00	550.00	(45.0)
TOTAL FUND EXPENSES	6,829.75	3,138.64	54.0	68,297.50	81,957.00	59,924.21	26.8
SURPLUS (DEFICIT)	(6,746.41)	(3,138.64)	(53.4)	(67,464.18)	(80,957.00)	(59,374.21)	(26.6)

BERWYN PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: IMRF
FOR 10 PERIODS ENDING OCTOBER 31, 2025

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	83.34	0.00	100.0	833.32	1,000.00	550.00	(45.0)
TOTAL REVENUES	83.34	0.00	100.0	833.32	1,000.00	550.00	(45.0)
EXPENSES							
Non Departmental	8,330.75	3,839.64	53.9	83,307.50	99,969.00	70,130.14	29.8
TOTAL EXPENSES	8,330.75	3,839.64	53.9	83,307.50	99,969.00	70,130.14	29.8
TOTAL FUND REVENUES	83.34	0.00	100.0	833.32	1,000.00	550.00	(45.0)
TOTAL FUND EXPENSES	8,330.75	3,839.64	53.9	83,307.50	99,969.00	70,130.14	29.8
SURPLUS (DEFICIT)	(8,247.41)	(3,839.64)	(53.4)	(82,474.18)	(98,969.00)	(69,580.14)	(29.6)

FOR FUND: Liability
FOR 10 PERIODS ENDING OCTOBER 31, 2025

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	166.68	0.00	100.0	1,666.64	2,000.00	550.00	(72.5)
TOTAL REVENUES	166.68	0.00	100.0	1,666.64	2,000.00	550.00	(72.5)
EXPENSES							
Non Departmental	4,954.19	187.00	96.2	49,541.62	59,450.00	41,938.77	29.4
TOTAL EXPENSES	4,954.19	187.00	96.2	49,541.62	59,450.00	41,938.77	29.4
TOTAL FUND REVENUES	166.68	0.00	100.0	1,666.64	2,000.00	550.00	(72.5)
TOTAL FUND EXPENSES	4,954.19	187.00	96.2	49,541.62	59,450.00	41,938.77	29.4
SURPLUS (DEFICIT)	(4,787.51)	(187.00)	(96.0)	(47,874.98)	(57,450.00)	(41,388.77)	(27.9)

BERWYN PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: Audit
FOR 10 PERIODS ENDING OCTOBER 31, 2025

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	2,007.00	0.00	100.0	20,070.00	24,084.00	13,217.38	(45.1)
TOTAL REVENUES	2,007.00	0.00	100.0	20,070.00	24,084.00	13,217.38	(45.1)
EXPENSES							
Non Departmental	2,000.00	0.00	100.0	20,000.00	24,000.00	20,600.00	14.1
TOTAL EXPENSES	2,000.00	0.00	100.0	20,000.00	24,000.00	20,600.00	14.1
TOTAL FUND REVENUES	2,007.00	0.00	100.0	20,070.00	24,084.00	13,217.38	(45.1)
TOTAL FUND EXPENSES	2,000.00	0.00	100.0	20,000.00	24,000.00	20,600.00	14.1
SURPLUS (DEFICIT)	7.00	0.00	100.0	70.00	84.00	(7,382.62)	(8888.8)

FOR FUND: Security and Safety
FOR 10 PERIODS ENDING OCTOBER 31, 2025

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	83.34	0.00	100.0	833.32	1,000.00	550.00	(45.0)
TOTAL REVENUES	83.34	0.00	100.0	833.32	1,000.00	550.00	(45.0)
EXPENSES							
Non Departmental	1,500.01	10,791.33	(619.4)	14,999.98	18,000.00	30,968.99	(72.0)
TOTAL EXPENSES	1,500.01	10,791.33	(619.4)	14,999.98	18,000.00	30,968.99	(72.0)
TOTAL FUND REVENUES	83.34	0.00	100.0	833.32	1,000.00	550.00	(45.0)
TOTAL FUND EXPENSES	1,500.01	10,791.33	(619.4)	14,999.98	18,000.00	30,968.99	(72.0)
SURPLUS (DEFICIT)	(1,416.67)	(10,791.33)	661.7	(14,166.66)	(17,000.00)	(30,418.99)	78.9

FOR FUND: Special Recreation
FOR 10 PERIODS ENDING OCTOBER 31, 2025

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	12,500.00	0.00	100.0	125,000.00	150,000.00	76,167.96	(49.2)
TOTAL REVENUES	12,500.00	0.00	100.0	125,000.00	150,000.00	76,167.96	(49.2)
EXPENSES							
Non Departmental	16,601.61	46,288.49	(178.8)	166,015.78	199,219.00	185,139.04	7.0
TOTAL EXPENSES	16,601.61	46,288.49	(178.8)	166,015.78	199,219.00	185,139.04	7.0
TOTAL FUND REVENUES	12,500.00	0.00	100.0	125,000.00	150,000.00	76,167.96	(49.2)
TOTAL FUND EXPENSES	16,601.61	46,288.49	(178.8)	166,015.78	199,219.00	185,139.04	7.0
SURPLUS (DEFICIT)	(4,101.61)	(46,288.49)	1028.5	(41,015.78)	(49,219.00)	(108,971.08)	121.4

FOR FUND: Debt Service
FOR 10 PERIODS ENDING OCTOBER 31, 2025

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	22,433.34	0.00	100.0	224,333.32	269,200.00	137,122.16	(49.0)
TOTAL REVENUES	22,433.34	0.00	100.0	224,333.32	269,200.00	137,122.16	(49.0)
EXPENSES							
Non Departmental	22,554.18	0.00	100.0	225,541.64	270,650.00	108,471.84	59.9
TOTAL EXPENSES	22,554.18	0.00	100.0	225,541.64	270,650.00	108,471.84	59.9
TOTAL FUND REVENUES	22,433.34	0.00	100.0	224,333.32	269,200.00	137,122.16	(49.0)
TOTAL FUND EXPENSES	22,554.18	0.00	100.0	225,541.64	270,650.00	108,471.84	59.9
SURPLUS (DEFICIT)	(120.84)	0.00	100.0	(1,208.32)	(1,450.00)	28,650.32	(2075.8)

FOR FUND: Capital Projects
FOR 10 PERIODS ENDING OCTOBER 31, 2025

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	0.00	0.00	0.0	0.00	0.00	168,078.26	100.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	0.00	168,078.26	100.0
EXPENSES							
Non Departmental	31,666.67	12,784.17	59.6	316,666.66	380,000.00	179,691.53	52.7
TOTAL EXPENSES	31,666.67	12,784.17	59.6	316,666.66	380,000.00	179,691.53	52.7
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	0.00	168,078.26	100.0
TOTAL FUND EXPENSES	31,666.67	12,784.17	59.6	316,666.66	380,000.00	179,691.53	52.7
SURPLUS (DEFICIT)	(31,666.67)	(12,784.17)	(59.6)	(316,666.66)	(380,000.00)	(11,613.27)	(96.9)

FOR FUND: Liberty Capital Development
FOR 10 PERIODS ENDING OCTOBER 31, 2025

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
EXPENSES							
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL FUND EXPENSES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
SURPLUS (DEFICIT)	0.00	0.00	0.0	0.00	0.00	0.00	0.0

FOR FUND: Recreation Administration
FOR 10 PERIODS ENDING OCTOBER 31, 2025

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	33,333.34	0.00	100.0	333,333.32	400,000.00	203,567.63	(49.1)
Administration	208.34	0.00	100.0	2,083.32	2,500.00	450.00	(82.0)
Special Events	333.34	0.00	100.0	3,333.32	4,000.00	3,520.68	(11.9)
TOTAL REVENUES	33,875.02	0.00	100.0	338,749.96	406,500.00	207,538.31	(48.9)
EXPENSES							
Administration	44,308.24	25,964.74	41.3	443,081.52	531,698.00	371,622.91	30.1
Building and Grounds	5,041.67	3,500.10	30.5	50,416.66	60,500.00	34,270.45	43.3
Special Events	1,562.51	1,439.49	7.8	15,624.98	18,750.00	9,448.91	49.6
TOTAL EXPENSES	50,912.42	30,904.33	39.2	509,123.16	610,948.00	415,342.27	32.0
TOTAL FUND REVENUES	33,875.02	0.00	100.0	338,749.96	406,500.00	207,538.31	(48.9)
TOTAL FUND EXPENSES	50,912.42	30,904.33	39.2	509,123.16	610,948.00	415,342.27	32.0
SURPLUS (DEFICIT)	(17,037.40)	(30,904.33)	81.3	(170,373.20)	(204,448.00)	(207,803.96)	1.6

FOR FUND: Rec. Program Youth & Teen
FOR 10 PERIODS ENDING OCTOBER 31, 2025

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

REVENUES							
Youth Programming	101,458.32	0.00	100.0	105,583.36	106,500.00	131,734.48	23.6

TOTAL REVENUES	101,458.32	0.00	100.0	105,583.36	106,500.00	131,734.48	23.6
EXPENSES							
Youth Programming	87,374.98	975.27	98.8	93,000.04	94,250.00	88,637.60	5.9

TOTAL EXPENSES	87,374.98	975.27	98.8	93,000.04	94,250.00	88,637.60	5.9
TOTAL FUND REVENUES	101,458.32	0.00	100.0	105,583.36	106,500.00	131,734.48	23.6
TOTAL FUND EXPENSES	87,374.98	975.27	98.8	93,000.04	94,250.00	88,637.60	5.9
SURPLUS (DEFICIT)	14,083.34	(975.27)	(106.9)	12,583.32	12,250.00	43,096.88	251.8

FOR FUND: Athletics Programs
FOR 10 PERIODS ENDING OCTOBER 31, 2025

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Athletics	104,360.00	0.00	100.0	104,360.00	104,360.00	55,389.00	(46.9)
TOTAL REVENUES	104,360.00	0.00	100.0	104,360.00	104,360.00	55,389.00	(46.9)
EXPENSES							
Athletics	77,300.00	2,920.75	96.2	77,300.00	77,300.00	39,639.26	48.7
TOTAL EXPENSES	77,300.00	2,920.75	96.2	77,300.00	77,300.00	39,639.26	48.7
TOTAL FUND REVENUES	104,360.00	0.00	100.0	104,360.00	104,360.00	55,389.00	(46.9)
TOTAL FUND EXPENSES	77,300.00	2,920.75	96.2	77,300.00	77,300.00	39,639.26	48.7
SURPLUS (DEFICIT)	27,060.00	(2,920.75)	(110.7)	27,060.00	27,060.00	15,749.74	(41.7)

FOR FUND: Rec. Program Adults
FOR 10 PERIODS ENDING OCTOBER 31, 2025

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Adults	92,600.00	0.00	100.0	92,600.00	92,600.00	70,710.00	(23.6)
TOTAL REVENUES	92,600.00	0.00	100.0	92,600.00	92,600.00	70,710.00	(23.6)
EXPENSES							
Adults	84,408.33	2,554.99	96.9	84,483.34	84,500.00	44,936.22	46.8
TOTAL EXPENSES	84,408.33	2,554.99	96.9	84,483.34	84,500.00	44,936.22	46.8
TOTAL FUND REVENUES	92,600.00	0.00	100.0	92,600.00	92,600.00	70,710.00	(23.6)
TOTAL FUND EXPENSES	84,408.33	2,554.99	96.9	84,483.34	84,500.00	44,936.22	46.8
SURPLUS (DEFICIT)	8,191.67	(2,554.99)	(131.1)	8,116.66	8,100.00	25,773.78	218.1

FOR FUND: Recreation Special Events
FOR 10 PERIODS ENDING OCTOBER 31, 2025

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Special Events	40,500.00	12,415.95	(69.3)	40,500.00	40,500.00	20,065.64	(50.4)
TOTAL REVENUES	40,500.00	12,415.95	(69.3)	40,500.00	40,500.00	20,065.64	(50.4)
EXPENSES							
Special Events	30,983.33	6,702.06	78.3	31,733.34	31,900.00	15,415.77	51.6
TOTAL EXPENSES	30,983.33	6,702.06	78.3	31,733.34	31,900.00	15,415.77	51.6
TOTAL FUND REVENUES	40,500.00	12,415.95	(69.3)	40,500.00	40,500.00	20,065.64	(50.4)
TOTAL FUND EXPENSES	30,983.33	6,702.06	78.3	31,733.34	31,900.00	15,415.77	51.6
SURPLUS (DEFICIT)	9,516.67	5,713.89	(39.9)	8,766.66	8,600.00	4,649.87	(45.9)

FOR FUND: Recreation Rentals
FOR 10 PERIODS ENDING OCTOBER 31, 2025

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Rentals	56,000.00	0.00	100.0	56,000.00	56,000.00	52,743.00	(5.8)
TOTAL REVENUES	56,000.00	0.00	100.0	56,000.00	56,000.00	52,743.00	(5.8)
EXPENSES							
Rentals	12,600.00	701.81	94.4	23,850.00	26,350.00	9,579.02	63.6
TOTAL EXPENSES	12,600.00	701.81	94.4	23,850.00	26,350.00	9,579.02	63.6
TOTAL FUND REVENUES	56,000.00	0.00	100.0	56,000.00	56,000.00	52,743.00	(5.8)
TOTAL FUND EXPENSES	12,600.00	701.81	94.4	23,850.00	26,350.00	9,579.02	63.6
SURPLUS (DEFICIT)	43,400.00	(701.81)	(101.6)	32,150.00	29,650.00	43,163.98	45.5

FOR FUND: Working Cash
FOR 10 PERIODS ENDING OCTOBER 31, 2025

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
EXPENSES							
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL FUND EXPENSES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
SURPLUS (DEFICIT)	0.00	0.00	0.0	0.00	0.00	0.00	0.0

FOR FUND: General Fixed Assets
FOR 10 PERIODS ENDING OCTOBER 31, 2025

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
EXPENSES							
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.00	0.0

FOR FUND: General Long Term Debt
FOR 10 PERIODS ENDING OCTOBER 31, 2025

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
EXPENSES							
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.00	0.0

MUNICIPAL REPORT TOTALS
FOR 10 PERIODS ENDING OCTOBER 31, 2025

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
TOTAL MUNICIPAL REVENUES	576,665.93	15,276.12	(97.3)	2,216,518.14	2,580,930.00	1,869,041.22	(27.5)
TOTAL MUNICIPAL EXPENSES	539,165.22	180,043.23	66.6	2,775,347.56	3,272,278.00	2,167,934.65	33.7
SURPLUS (DEFICIT)	37,500.71	(164,767.11)	(539.3)	(558,829.42)	(691,348.00)	(298,893.43)	(56.7)

DATE: 10/21/2025
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: Agency Report

The new Recreation Superintendent has started. Her name is Mary Swade, and she comes to us with parks and recreation experience and has already hit the ground running,

Proksa tennis courts were upgraded. Two additional courts had pickleball lines added. Proksa Park now has a total of three tennis/pickleball courts.

Parks Department removed one tree at Sunshine Park, one at Smirz Park, three at Proksa Park, and two at Freedom Park. In addition, we will be hosting an Oaktober tree planting event on 10-25 from 10-12.

As part of the winterizing process all the water/drinking fountains have been shut off at all parks.

We will be attempting to keep 2 winterized port-o-lets, both will be ADA and one will be at Proksa and one will be at Freedom.

West Suburban Special Recreation Association
September 9, 2025
WSSRA
2915 Maple St, Franklin Park, IL
MINUTES

I. Chairperson Jan Arnold called the meeting to order at 4:06pm those present included:

Jan Arnold, Park District of Oak Park
 Danette Krajewski, Park District of Forest Park
remote
 Dan LoCascio, Park District of Franklin Park
 Ron Malchiodi, Village of Riverside **remote**
 Greg Stanczyk, Veterans Park District
 Cathy Fallon, Berwyn Park District

Nate Brown, Judy Guzaldo, Norridge Park District
 Andrea Bustamante, Village of River Grove
 Ted Gruber, Village of Elmwood Park 4:15 arrival
 Mike Sletten, River Forest Park District
 Anna Wegrecki, Village of HH 4:12 arrival
 Jack Savage, Village of North Riverside
 Angel Avalos, North Berwyn Park District **remote**

Approval of 3 Remote attendees, LoCascio/Savage, a roll call vote approved remote attendees unanimously
Others in Attendance: WSSRA staff, April Michalski, Marianne Birko, WSSRF, Betsy Lopez **remote**

- II. Approval of Agenda** Fallon/Sletten motioned to approve the agenda. The motion was unanimously approved.
III. Approval of the Consent Agenda Savage/Fallon motioned to approve the Consent Agenda including the July 8, 2025 Minutes, July & August Financial Reports, and Disbursements for July, August & September 2025. Roll call vote showed 11 yes votes, and the motion was approved

IV. Public Comment: No Public Comment

- V. Under the Foundation** Birko introduced Betsy Lopez, a member of the Foundation. Lopez introduced herself as a friend and supporter of WSSRA and the Foundation. She is the parent of her daughter Mia who has enjoyed many WSSRA programs in the last few years and Betsy shared that she wanted to give back by being on the Foundation. The Foundation is currently working on the following events: **2025 Family Bowl-a-thon** taking place on Saturday, October 4, 2025. It will be held at the Circle Lanes in Forest Park from 1:45 – 3:30 coinciding with the WSSRA Saturday Bowling programs. Foundation Chairperson Christine Natkasuka is busy securing raffle prizes for this fun event. **2025 Fallin For Our Stars Casino Night** The Foundation has busy planning for the Fallin For Our Stars Casino night event that is scheduled for Friday, November 7, 2025 taking place at the Cheney Mansion in Oak Park. We are soliciting donations for the raffle prizes and \$25 and up gift cards for the Star Pull. Anyone wanting to donate items reach out to Marianne Birko at WSSRA, marianneb@wssra.net. Mark your calendars and plan to be there for a fun evening of Casino gaming, food, LIVE entertainment, and Amazing raffle prizes! See your enclosed Sponsorship letter and invite. Don't wait to purchase your tickets, they are available online NOW! Your support is critical to the success of this event! Thank you in advance for your support. **2025 Holiday Solicitation** The Foundation will close the year with their Holiday Solicitation that goes out just after Thanksgiving. The design is being created by our very own Charlie Blakey, a Graphic Design intern or the last 14 months from Northeastern Illinois University who is also a former WSSRA participant. We look forward to seeing his work! **WSSRA hiring assistance** The Foundation is committed to support WSSRA in their search for staff for programs and summer day camp. Staff have been invited to present to various parent groups to help get the word out about WSSRA programs and staff support. WSSRF once again thanks you for your continued support throughout the year!

- VI. Under Committee Reports** Sletten reported the Finance Committee met on July 29 & August 19 to review the 2025 end-of-year projections and planning forward for the 2026 shares and budget planning. The next meeting will take place on September 23, 2025.
- VII. Unfinished Business**
- A. **Park District of Forest Park Building Updates** Krajewski reported the Park District of Forest Park (PDFOP) board is continuing discussions regarding School District #91 of Forest Park about Grant White School as a potential site for expansion. Currently the School District #91 Superintendent and board are fully engaged in discussions with the Park District of Forest Park.
- B. No Other

VIII. Under New Business

A. Presenting the WSSRA 2026 Proposed Partner Shares

Arnold reminded everyone the Finance Committee has reviewed this information and is recommending a 2.9% increase based on the CPI. This will leave an approximate deficit of \$48,000 that will be covered by the FUND Balance. The current Unrestricted Fund Balance is \$885,353. Birko reminded everyone the 2026 shares presented are preliminary until the final 2024 EAV's are posted. She asked the WSSRA Board of Directors to come prepared to accept the 2.9% increase to partner shares at the October 14, 2025 Board meeting. No questions were raised.

B. WSSRA Disposal of Surplus Asset Birko share WSSRA is looking for authorization for the sale of the 2019 Flaghouse Bubble Tube. While the tube still works the lighting components do not. It was purchased in 2019 for \$2,253 and its current estimated value is \$1,200. It is no longer necessary to own this personal property so WSSRA will post a bid process to the partners accordingly. **LoCascio/Gruber motioned for the WSSRA Board of Directors authorize the sale of the "2019 Bubble Tube" for an estimated value of \$1,200. As required by the WSSRA Policy and park district code, 1205/8-22 as it is no longer necessary for WSSRA to own this property. Roll call vote showed 13 yes votes, and the motion was approved**

C. No Other

IX. Under Correspondence No Comments

X. Under Board Reports **Stanczyk reported the Veterans Park District** is currently working on the winter/spring program guide. They are busy developing new programs and events. They are currently onboarding a new pre-school staff which is perfect timing for her involvement in the development of these programs. Coming up all are welcome to join in their Autumn Fest on September 27 from 11 – 3 at Gouin Park. Folks will enjoy a trackless train, pony rides, petting zoo, bumper cars, a rock wall and more! They will focus on Halloween events to follow. **Sletten reported the River Forest Park District** is hosting "Color Run" 1mi all family fun run at the Priory. All proceeds for this event go to WSSRA! Halloween events to follow and Platform tennis has started. The Village has approved to park projects coming up in 2026. **Savage reported the Village of North Riverside** brought in \$100,000 with their pre-school with their new offerings including full-day and 5-day week options. They recently had 136 vendors at the Flea market, the most ever. They are hosting Fall Fest on Friday night and the Monarch Festival hosted by Representative Jesus Garcia, MWRD Commissioner Eira Corral Sepulveda and State Representative Abdelnasser Rachid is celebrating the migration of the monarch butterfly and takes place at Commons Park on Saturday, September 13 from 10:00 – 1:00pm. All are welcome! They are also hosting the OK Softball Tournament on September 27, and they have just purchased a new Recreation Management software Dash. **Wegrecki reported the Village of Harwood Heights** will be hosting an Octoberfest at St Rosalie's with DJ, vendors, and live music on September 19, 20, 21 along with the village wide Garage Sale, the Car show is also coming up on September 28 And the Annual Craft Fair is on October 3 & 4 from 10 – 3:00. All are welcome. **Brown welcomed everyone to the Norridge Park District and introduced the Norridge Board Alternate Judy Gulzaldo who welcomed everyone as well.** Fall activities have started including soccer and flag football. September 1 the first season of the new pool closed, and it got rave reviews this summer by the residents! Brown praised the previous Director and Boards work in meeting the community's needs. The Program Director of Early Childhood and School aged programming Amanda Cardin, retired on August 29 and Judy Ortiz is the interim director. Brown invited everyone to the Bears & Brew party on September 28. They will have two Octoberfest brews , 18' screen and a Taco truck to entertain the guests! **Bustamante reported for the Village of River Grove** shared they are celebrating Fall Flannel Fest on Oct 4 with lots of games and activities including a petting zoo. They will host the Trunk or Treat at River Front Park on October 25, all are invited! **LoCascio reported the Park District of Franklin Park's** 47th Annual Eddie Biondo Fall Fest Parade followed by the Pumpkin Fest on October 5th at North Park. They are currently covering the Ice Arena with 90% in Solar panels and the other sites are next. They are currently working on a re-insulation project at the ice arena and re-roofing the maintenance garage. **Fallon reported the Berwyn Park District** is hosting their Brewfest on Saturday September 27 and hosting events every weekend until Halloween. They are also busy writing OSLAD grants for park updates. **Gruber reported the Village of Elmwood Park** hosted a successful Sip & Stroll featuring a local jazz band last week with over 300 guests. Fall Bocce starts in October and the Golf league in December. They have just hired a new PT golf trainer as well. **Arnold reported**

the Park District of Oak Park is headed to NRPA next week. The Rehm pool project is expected to be finished at the end of September. Andersen Park is expected to be done in early October, Field Center is awaiting permitting but the trees and earth removal has taken place, and the Longfellow project starts next spring. They are hosting Fall Fest on September 21 and the Frank Lloyd Wright Races on October 19. This event helps raise funds for the Financial Assistance program the PDOP has of which over \$250,000 is given in assistance annually. **Malchiodi reported the Village of Riverside's** 150 year celebration events are complete including one last concert. Coming up is the Touch a Truck event on September 18 and Trunk or Treat on October 9. They will be collaborating with the School District #96 to renovate a playground in 2026. **Avalos reported the North Berwyn Park District** has sworn in Veronica Cortez as their new board member. They hosted a very successful Corrida del Mariachi 5k on August 16. Fall programming events include Trunk or Treat on October 25, November 11 Veterans lunch and December 13 Santa's Workshop. **Krajewski reported the Park District of Forest Park's** Fall Fest including the Community Garage sale went well. The new pickleball courts are complete and the community is loving them! Fall programs have started and coming up is the Family Camp Out on September 20 - 21, Halloween Kickball Tournament October 11, Trunk or Treat on October 25 and Santa Breakfast on December 13.

XI. Executive Director's Report Birko Reported

- A. **Partner Events** WSSRA's visibility is critical to build awareness in your communities. While we have 13 partners and cannot possibly attend them all, let us know about key signature events in your community! Here are some that we have attended most recently: Forest Park's Disability Pride Dance, Berwyn Park District's Touch-A-Truck event, Norridge Park District's Movie in the Park night, Park District of Franklin's Park Back to School event hosted by Representative Norma Hernandez & Congressman Chewy Garcia, Village of North Riverside's Flea Market, River Grove School Open House, Morton West High School Open House, North Berwyn Park District's Corrida del Mariachi Event, Berwyn Park District's Back to School Picnic, Park District of Oak Park's Fall Fest and the Monarch Festival with State Representative Abdelnasser Rashid with the Village of North Riverside as the host. Oak Park's School District 97 Back to School Open House and Oak Park's School District 200's Cite Open House, Riverside Township's Health and Wellness Fair and the River Forest Park District's "Color Run" to name a few!
- B. **WSSRA Fallin For Our Stars Planning** Mark your calendars for the WSSRF's next event **Fallin For Our Stars Casino night** taking place on Friday, November 7th at Cheney Mansion. This well attended event will feature more gaming tables and **"Live musical entertainment by Rich Shep."** **Attachment H & I is the Star Sponsorship and FFOS event invite. We certainly hope you will join us!**
- C. **Partner Annual Presentations** Birko continues to present to the WSSRA partner boards and most recently presented to the Park District of Franklin Park in August. Let me know the date that works for you.
- D. **No Other**
- E. **Staff Report: April Michalski, Superintendent of Recreation reported**
 - 1. **Lake Geneva Trip** Our adult participants enjoyed a day trip to Lake Geneva on August 21. The group enjoyed lunch at the famous Poppey's restaurant and spent the afternoon exploring and shopping in the downtown area.
 - 2. **Michigan City Overnight Trip** Participants and staff had a great time on the Michigan City overnight trip on August 25-27! Highlights included visits to the Washington Zoo, Lubeznik Center for the Arts, and Friendship Botanic Gardens.
 - 3. **Fall Programs** Fall programs are set to begin on September 8 and will run through November 8. Overall, registration numbers are good, we are working on recruitment for a few of our youth programs.
 - 4. **Special Olympics**
 - Golf WSSRA has two athletes competing in the Special Olympics State Golf competition in Decatur on September 5-6 from winning Gold medals at the Regional Competition.
 - Volleyball Our two volleyball teams will compete in the Special Olympics Regional Tournament on September 14. One team will play at Your High School in Elmhurst, and the other will play at Oak Lawn High School.
 - Floor Hockey Floor Hockey season is underway. Our team will kick off the competition season at the Therapeutic Recreation Tournament on September 28 at the Oak Lawn Pavillion.

- **Center of Excellence** Special Olympics is transitioning to a new digital platform called the Center of Excellence to better manage athlete registration and forms. We understand this will be a big change for our families, and our Program Manager and Special Olympics Coordinator will be available to support them throughout the process to ensure a smooth transition.

5. Inclusion WSSRA is hosting an Inclusion Workshop on Friday, September 26th at the Oak Park Community Recreation Center from 10:30-11:45am. The WSSRA Inclusion Team will provide a brief overview of the inclusion process and review “real scenarios” from this year related to inclusion and behavior challenges and how to successfully manage them. These discussions are designed to help support staff and strengthen inclusive programming across our partner districts. Our goal is to have at least one representative from each partner district to attend. For more information, please reach out to our Inclusion Manager, Chris Sturm, at chriss@wssra.net.

6. Special Events

River Forest COLOR RUN The River Forest Park District is hosting their third annual 1-mile COLOR RUN around Priory Park on Saturday, September 20. All net proceeds benefit WSSRA. For more details and to register, visit <https://rfparks.com/Color-Run>. Bring the whole family and come out and support this Family Fun event!

F. Staff Report: Annie Hart, Superintendent of Business reported

1. **Safety** Hart completed the SMART Goal process with a focus on training all appropriate staff on how to use and complete PDRMA Incident and Accident reports. Alex Reynaga has been assigned as our new PDRMA Safety Coordinator. Alex will meet with our PDRMA Rep, Vince, in the next couple of weeks to get an overview of his new responsibilities. Hart completed the Essentials of Risk Management Form this week. We will be sending various staff to the following trainings in the next couple of months, Claims Reporting, OSHA and Safety Program Admin for SRA Leadership, and Your Role as a Safety Coordinator.
2. **New Hire** Our newly hired Recreation Specialist, Esther Topping, started this past week. Esther graduated from Lipscomb University in Tennessee with a degree in Art Therapy and a minor in Psychology. She brings experience working with children of all ages and ability levels through her volunteer work and teaching background. Esther is very passionate about the field and is excited to join our team.
3. **IMRF Compliance Review** We received word that our Compliance Review is officially completed and closed.

G. Other

XII. Closed Session None

XIII. Adjournment Gruber/ LoCascio motioned to adjourn the meeting at 4:56pm. Motion was unanimously approved
Respectfully submitted,



Marianne Birko, Executive Director
mb/September 25 minutes

DATE: 10/21/2025
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: Old Business

- Meeting Calendar for 2026 has been corrected and submitted for approval.
- The Morton Tree Protection Plan has been corrected and submitted for approval. It has been approved for the content required for the grant.
- Proksa Pond: The stream area was looked at again. To make the stream operational, it will need to be made narrower, and at minimum one foot deeper to have the appropriate amount of flow. The liner will also need to be replaced.

2026 Berwyn Park District Board of Commissioners Proposed Committee Meeting Schedule

In accordance with the Illinois Open Meetings Act, the following is a list of the scheduled Board of Commissioners meetings for the 2026 calendar year. All meetings are held at Freedom Park Administration Building 3701 S. Scoville, Berwyn, Illinois at 4:30 p.m., or via virtual conference, unless otherwise noted.

Tuesday, February 3, 2026	Board of Commissioners Meeting
Tuesday, March 3, 2026	Board of Commissioners Meeting
Tuesday, April 7, 2026	Board of Commissioners Meeting
Tuesday, May 5, 2026	Board of Commissioners Meeting
Tuesday, June 2, 2026	Board of Commissioners Meeting
Tuesday, July 7, 2026	Board of Commissioners Meeting
Tuesday, August 4, 2026	Board of Commissioners Meeting
Tuesday, September 1, 2026	Board of Commissioners Meeting
Tuesday, October 6, 2026	Board of Commissioners Meeting
Tuesday, November 3, 2026	Board of Commissioners Meeting
Tuesday December 1, 2026	Board of Commissioners Meeting

2026 Berwyn Park District Board of Commissioners Proposed Meeting Schedule

In accordance with the Illinois Open Meetings Act, the following is a list of the scheduled Board of Commissioners meetings for the 2026 calendar year. All meetings are held at Proksa Park Activity Center 3001 S. Wisconsin, Multipurpose Room, Berwyn, Illinois at 6:00 p.m., or via virtual conference, unless otherwise noted.

Tuesday, January 20, 2026	Board of Commissioners Meeting
Tuesday, February 17, 2026	Board of Commissioners Meeting
Tuesday, March 17, 2026	Board of Commissioners Meeting
Tuesday, April 21, 2026	Board of Commissioners Meeting
Tuesday, May 19, 2026	Board of Commissioners Meeting
Tuesday, June 16, 2026	Board of Commissioners Meeting
Tuesday, July 21, 2026	Board of Commissioners Meeting
Tuesday, August 18, 2026	Board of Commissioners Meeting
Tuesday, September 15, 2026	Board of Commissioners Meeting
Tuesday, October 20, 2026	Board of Commissioners Meeting
Tuesday, November 17, 2026	Board of Commissioners Meeting
Tuesday December 15, 2026	Board of Commissioners Meeting

CHAPTER 1
TREE PRESERVATION
SECTION 1

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1.1 STATEMENT OF PURPOSE

This Section of the policy is structured to preserve, protect and enhance critical infrastructure – the portion of the urban forest that is located in the Berwyn Park District. The complete urban forest is comprised of trees across all land uses and ownership on public and private land. This Section will regulate Berwyn Park District property trees but recognizes that trees on public and private property are part of the collective community resource.

The purpose of this Section is to recognize the services and function that trees provide as a collective asset to the entire community and to state the goals of the Berwyn Park District with respect to the protection, preservation, care and planting of trees in the Berwyn Park District. This plan is in full effect 24 hours per day 365 days per year, and are not only triggered by construction projects or landscaping projects.

Specific goals of this section are to:

A. Protect, preserve and enhance the quality of life and general welfare of the Berwyn Park District, its patrons, and residents of the City of Berwyn; and conserve and enhance the Berwyn Park District's natural, physical and aesthetic environment.

B. Preserve, protect and enhance the urban forest to ensure that trees are properly planted and maintained within the Berwyn Park District so that trees can protect, enhance and preserve the quality of life for patrons of Berwyn Park District and its residents.

C. Recognize that trees are an integral part of the infrastructure of the Berwyn Park District and as such should be preserved, protected and cared for as other critical Berwyn Park District infrastructure.

- a. Trees absorb pollution from the air;
- b. Trees absorb and sequester carbon dioxide;
- c. Trees absorb and filter pollution from stormwater run-off;
- d. Trees produce oxygen;
- e. Trees reduce flooding;
- f. Trees stabilize soils and reduce erosion;
- g. Trees cool the surrounding area helping to reduce impacts due to heat islands;
- h. Trees reduce energy consumption by shielding structures from harsh winds and sun;
- i. Trees provide a buffer and screen against noise, light and pollution;
- j. Trees improve property values;
- k. Tree-filled parks improve commercial district buyer traffic and purchasing;
- l. Areas with trees have lower crime rates;

m. Areas with trees have higher levels of community interaction;

n. Trees provide important habitat for birds and other wildlife; and

o. Trees protect and enhance our quality of life.

D. Trees provide the Berwyn Park District collective benefits that extend beyond property boundaries throughout the entire City of Berwyn and suburban Cook County.

E. Recognize that larger trees provide larger benefits. When a large tree is removed and replaced with a smaller tree the benefits and services are reduced.

F. Recognize that some trees may have a condition that constitutes a threat, danger or nuisance to the public or property within the Berwyn Park District or may be dangerous to the health of other trees and vegetation in the Berwyn Park District.

1.2 DEFINITIONS

ARBORIST Any individual experienced in the profession of forestry or a related field and is licensed or certified in forestry by an accredited forestry industry body, e.g. International Society of Arboriculture.

BUCKTHORN An undesirable exotic invasive ornamental shrub introduced to North America. This species inhabits woodlands and savannas where it dominates the landscape prohibiting the development of native trees and plants. There are six species of buckthorn listed in the Illinois Exotic Weed Act, which prohibits the sale, distribution or planting of this species, *Rhamnus cathartica*, *davurica*, *frangula*, *argula*, *utilis*, and *japonica*.

BUILDING ACTIVITY AREA The portion of a property within which development activity, including grading, excavation, storage of materials, construction access and construction of both main buildings and unattached structures.

CANOPY The upper portion of a tree sometimes called the crown. This section of the tree usually contains branches and leaves.

CONTRACTOR A company or individual contracted to perform landscape services.

DAMAGE Impact or loss of function to any tree including but not limited to: removal, root compaction, root removal, girdling, soil contamination, topping, pruning more than 20% of the trees, canopy removal, bark removal, poisoning and or/ actions resulting in the decline or death of a tree.

DEVELOPMENT Any proposed change in the use or character of land, including, but not limited to the replacement of any structure or site improvements, e.g. irrigation installation, driveway replacement, installation of a retaining wall among others. When appropriate to the context, development may refer to the receipt or necessity of any building, tree or site work permit.

DIAMETER AT BREAST HEIGHT The diameter of the trunk of the tree measured in inches at a point 4.5 feet above ground line. This forestry standard measurement is used for established and mature trees and is referred to as "DBH". All reference to diameter size shall be to the DBH.

URBAN FOREST MANAGEMENT PLAN (UFMP) A detailed plan developed and approved by the Berwyn Park District under the direction of the Superintendent of Parks and Facilities which protects this valuable infrastructure and outlines thoughtful strategies for tree planting, selection, care and preservation for the Berwyn Park District and complies with recognized national standards.

FORESTER An individual trained and experienced in the profession of forestry who has a forestry degree from an institution of advanced education, or equivalent experience as a subject matter expert

INFRASTRUCTURE The basic underlying framework or features that provide collective services, including but not limited to roads, waterlines, storm sewers, bioswales, and trees.

INVASIVE SPECIES An introduced or exotic species that significantly modifies or disrupts the ecosystem in which it colonizes (e.g. buckthorn).

LANDSCAPE Vegetation and hardscapes installed and maintained by the Berwyn Park District.

MANAGEMENT PLAN A plan approved by the Berwyn Park District outlining the strategies for care and management of a specific type of landscape.

NUISANCE TREES Nuisance trees are trees that may provide potential impacts to other trees, people or structures. This would include, but not be limited to, diseased, infested, structurally unsound trees or known invasive or aggressive species.

PARCEL A single parcel shall mean any lot of record, zoning lot or any grouping of adjacent lots under single ownership, serving a principal structure or use.

PREFERRED TREE LIST A listing of tree species, identified in the Berwyn Park District Urban Forest Management Plan.

PROPERTY OWNER An individual or organization who owns property located within the limits of the City of Berwyn.

SIGNIFICANT TREE REMOVAL Removal of a grouping/stand of trees.

SIMPLE TREE REMOVAL Removal of a tree without other associated site impacts or other site improvements.

SITE The parcel of land for which landscaping changes or tree removal is sought.

TRANSPLANTING The removal of any tree for replanting elsewhere.

TREE Any self-supporting woody plant, together with its root system, trunk and canopy; growing upon the earth usually with one trunk, or a multi-stemmed trunk system, supporting a definitely formed crown.

TREE PRESERVATION PLAN A document required during construction activities which identifies, by common name and/or scientific name, certain species of trees of a specified DBH within a particular

area. The plan shall list all existing and proposed trees and shall specifically state how each tree is proposed to be destroyed, relocated, replaced, preserved at its present location, introduced into the site from an off-site source, and whether the tree is to receive remediated actions due to construction impacts, e.g. root pruning. The Berwyn Park District may provide that the tree preservation plan excludes those portions of the site which it determines will not be affected by the activity. Any tree preservation plan required by this Section must be dated within thirty-six months of the start date of the proposed activity.

TREE REMOVAL The cutting down, destruction, removal or relocation of any tree, including damaging by poison or other direct or indirect action.

1.3 PRESERVATION

A. The Berwyn Park District shall contract with a certified Arborist. The Arborist will be responsible for advice and suggestions on the enforcement and compliance of the Urban Forest Management Plan. Any urban forestry work completed by a contractor within the Berwyn Park District shall be under the direction of a certified arborist, arborist trainee, or a Forestry Consultant and the Superintendent of Parks and Facilities. The Superintendent of Parks and Facilities, all members of the Parks and Facilities department as well as The Superintendent of Finance and HR, Superintendent of Recreation and Executive Director all have the authority to enforce this policy.

Commented [1]: Grant requirement fulfilled: Authority/Enforcement

B. The Berwyn Park District shall have an urban forest inventory of owned trees. This inventory shall be maintained in a current state. Updated inventory may be required every 7-10 years unless the inventory is updated with the pruning cycle or is updated as part of routine tree maintenance.

C. The Berwyn Park District shall have an approved Urban Forest Management Plan. This plan shall be the framework for the protection, management and planting of trees within the Berwyn Park District and shall support and clearly define regulations identified in the Tree Preservation Policy.

This plan shall include the following:

1. A defined ten-year urban forestry strategy with clearly identified one, five, and ten years goals;
2. Community canopy mapping identifying existing tree canopy and priority locations for planting;
3. A strategy for completion and maintenance of a tree inventory on Berwyn Park District property;
4. Clear guidelines on tree species and age diversity;
5. Clear identification of replacement value and requirements for tree removal or damage;
6. An approved and an unapproved tree list.
7. Clearly defined specifications for tree planting, pruning, and impact reduction;
8. A risk assessment and management program;
10. A strategy for management, preservation and protection of naturalized areas;
11. A strategy for administration and implementation of a volunteer program;
12. Clear identification of forestry resource needs; and

D. The Berwyn Park District should require that any Contractor, working for the Berwyn Park District who may interact or have impact on Berwyn Park District urban forest have a Certified Arborist on staff, and periodically on site for all work pertaining to trees, including but not limited to removal, pruning and planting activities.

F. All tree planting, selection and management shall be in compliance with the Berwyn Park District Urban Forest Management Plan.

G. It is recognized that diverse species and age structure of urban trees throughout the Berwyn Park District are critical to the health of the forest structure and protects the Berwyn Park District from catastrophic loss and improved longevity. Specifications for species and age diversity, planting and management are contained in the Urban Forest Management Plan.

1.4 PLANTING

A. As outlined in the Urban Forest Management Plan, the Berwyn Park District shall plant, and recommend diverse species with the ratio of not more than 20% of any one family, 10% of any one genus or 5% of any one species, with the exception of naturalized areas where species selections are based on the natural species assemblages as defined in the Urban Forest Management Plan. Diverse species composition protects the Berwyn Park District from catastrophic loss.

B. All trees planted by the Berwyn Park District or their agent shall be planted in accordance with the Urban Forest Management Plan and ANSI A300 Standards.

C. Trees purchased by the Berwyn Park District shall meet the specifications required in the Urban Forest Management Plan and ANSI Z 60.1 Standards.

D. Prior written approval is required to plant any plant, tree or shrub on Berwyn Park District property.

E. The Berwyn Park District shall not plant any tree under utility wires that is anticipated to grow to a height that will interfere with the wires.

F. The Berwyn Park District shall provide education and outreach to Berwyn Park District patrons/residents on the need for species and age diversity, proper selection and planting practices, and how to select species for sites.

1.5 TREE CARE

Tree care within the Berwyn Park District, shall comply with all Best Management Practices identified in the Urban Forest Management Plan and ANSI A300. Topping of trees is prohibited in Berwyn Park District property.

1.6 TREE PROTECTION

This Section applies to any work or activity which may impact Berwyn Park District trees.

A. Unless otherwise authorized by this Section, it shall be unlawful for any person to remove, injure or undertake any procedure which will cause death, substantial damage, or create a hazard, to any Berwyn Park District tree without first obtaining written approval from the Berwyn Park District. In the case of tree management practices, these practices shall comply with the Best Management Practices identified in the Urban Forest Management Plan.

B. In the event of any site improvement which may impact Berwyn Park District property trees, a Tree Preservation Plan is required, must be approved by Berwyn Park District staff or the Forestry Consultant, and implemented prior to the start of any work or delivery of any materials to the Building Activity Area. The approved Tree Preservation Plan shall be available on the site throughout the entire construction period until final approvals for all site work shall be received in writing. Additional information is available in UFMP.

Commented [2]: Grant Requirement Fulfilled: Nursery Standards

Commented [3]: Grant Requirement fulfilled: Tree Care Standards

C. In instances where the activity requires the use of heavy equipment and where that activity may impact trees on Berwyn Park District property, all appropriate tree protection measures must be taken and identified in the Tree Preservation Plan. In addition, all tree protection measures shall be in compliance with the Urban Forest Management Plan and industry Best Management Practices.

1.7 BOUNDARY TREES / SHARED TREES

This section applies to trees which appear to be shared property between a Berwyn Park District property and a neighboring property of differing ownership.

A. Any tree which has any portion of average trunk diameter, not including surface or buttress roots, on 2 or more properties shall be considered a Boundary Tree, and Shared Property.

B. Berwyn Park District shall consult with joint tenants of Boundary Trees prior to executing any maintenance activities or tree removals upon those trees and attempt to gain consent of the joint tenant prior to proceeding with such work.

C. Joint tenants with Berwyn Park District concerning ownership of a tree may, under Illinois law, remove limbs on their side of the property line, and Berwyn Park District may do the same.

D. Should the removal of limbs result in loss of the tree, either party may seek civil damages for loss of the tree if the other party is not consulted prior to commencement of work.

1.8 TREE REMOVAL

Tree removals are considered an impact to the entire Berwyn Park District. It is clearly documented that larger trees provide larger benefits. It is recognized that the planting of smaller trees does not replace the value of larger trees that are lost. It will take tens of years for that value to be replaced and for that reason efforts should be made to preserve and protect trees where they are growing.

A. It shall be unlawful for any individual to remove or cause damage to any tree located on Berwyn Park District property without written approval from the Berwyn Park District.

B. Any tree removed from park district owned property or transplanted offsite should be replaced according to the regulations outlined in the Urban Forest Management Plan.

C. If a tree is removed or damaged by a resident or developer without written approval from the Berwyn Park District it must be replaced as set forth in this Section.

1.9 TREE REPLACEMENT

A. It is required that tree replacement species come from the Preferred Species List. The Preferred Species List is provided in the Urban Forest Management Plan.

B. Any tree species of any size in landscaped areas which is removed, or any 6" DBH or 6" group of trees in a natural area which is removed, which is not identified on the unapproved species list, is required for replacement by this Section. These trees shall be planted in accordance with the tree species list in the UFMP and Z 60.1 Standards.

C. When a tree removal is required because of any project, tree replacement shall occur at the rate of 2” for every 1” of tree diameter lost for approved species, and 1” for every 1” of tree diameter lost for unapproved species

D. All tree replacement plantings shall require an underground utility location prior to planting.

E. Final planting locations of replacement trees shall be at the discretion of Berwyn Park District Superintendent of Parks and Facilities or the Forestry Consultant, and be consistent with the goals outlined in the Urban Forestry Management Plan.

F. It shall be encouraged that any species identified as invasive species in Illinois be removed. There is no replacement requirement for these removals.

1.10 PENALTIES FOR DAMAGED TREES

The following penalties and fees may be charged at the discretion of the Berwyn Park District for unlawful removal of or damage to its trees, either fully owned or jointly owned under Illinois law. These monies can be utilized for tree replacement or other Forestry-Related services at the discretion of the Executive Director.

- A. For trees up to 18” in Diameter, the following formula shall be used to determine compensatory value for damage to trees:

Type	\$/Diameter Inch
Approved Species	\$200
Non-invasive Unapproved Species	\$50
Invasive Species	\$0
New Species not yet on either list	BPD Discretion

B. For trees over 18” in Diameter, where values may be significantly higher, the above formula may not accurately reflect value. In these cases, Berwyn Park District should retain the services of a Consulting Arborist to perform a formal appraisal according to the CTLA’s 10th Guide to Plant Appraisal in order to accurately capture value.

C. No single tree shall be appraised for loss at greater than 5% of the real market value of the parcel on which it stands.

1.11 TREE PRESERVATION AND/OR REMOVAL PLAN FOR SIGNIFICANT REMOVALS, CONSTRUCTION AND/OR DEVELOPMENT

Significant tree removals or tree removal and/or planting related to construction and/or development shall comply with all requirements of this Section and the Urban Forest Management Plan.

In the case of significant tree removals or tree removal and/or planting related to construction and/or development, the Superintendent of Parks and Facilities or Forestry Consultant shall review and approve planned removals and plantings.

1.12 INVASIVE SPECIES CONTROL

A. INVASIVE WOODY PLANTS

Invasive plants cause ecological disruption to natural ecosystems. The type of impact varies based on the species and the traits of that species. The Woody Invasive Species List is included in the Urban Forest Management Plan. These species shall not be planted and should be removed and controlled to reduce impacts to other vegetation.

1. Typical impacts include:

- a. Chemical disturbance to the soil limiting development of other species;
- b. Dense plant growth limiting light to soil surface resulting in exposed soil allowing erosion;
2. Displacement of naturally occurring species resulting in a monoculture of invasive species and aggressive tendencies.

B. INVASIVE DISEASES AND INSECTS

1. Impacts on Trees

Invasive diseases and insects can create significant stress to trees and in some instances kill trees. Berwyn Park District has developed a list of Invasive Diseases and Insects that pose significant threats to trees from information identified by State and Federal Departments of Agriculture. This list is included in the Urban Forest Management Plan.

2. Invasive Species Management Plan

Management of invasive diseases and insects is included in the Urban Forest Management Plan.

1.14 TREE PLANTING, REMOVAL, PRUNING APPROVAL

A. Tree Removal Procedures

As the sole property owner of all Park District-owned land in Berwyn Park District, Berwyn Park District shall have sole discretion as to trees to be planted, maintained, or removed on its property. The district shall be responsible for holding its contractors and vendors to its internal standards as well as ANSI A300. No resident or other party may apply for permission to remove, maintain, or plant trees on Park District owned land. The Park District Superintendent of Parks and Facilities shall approve proposed tree removals only when other mitigation options are unavailable or unacceptable. The Berwyn Park District, and its appointed tree manager, arborist, or Forestry Consultant shall approve or disapprove of tree planting, removal and pruning work performed by its hired contractors by written authorization.

B. Time Limitation

1. A written authorization shall expire and become null and void if work authorized does not commence within six months from the date of approval or if such work when commenced is suspended or abandoned at any time for a period of one year.

1.15 FINAL INSPECTION

Final approval shall be issued when all relocation, replacement or remediation of trees is completed by contractors, and a final inspection has been conducted by the Berwyn Park District. Should the Berwyn Park District determine that the season is inappropriate for planting then relocation or replacement shall be deferred until the next planting season.

1.16 EXCEPTIONS

If because of emergency weather or other casualty conditions a tree is endangering health, safety or property and requires immediate removal, verbal authorization may be given by the Berwyn Park District for the tree removal without obtaining written approval. Such verbal authorization shall later be confirmed in writing by the Berwyn Park District.

1.18 CIVIL REMEDIES

In addition to any other remedies provided by this Section the Berwyn Park District shall have the following judicial remedies available for violations of this Section or any condition promulgated under this Section.

A. The Berwyn Park District may institute a civil action in a court of competent jurisdiction to establish liability and to recover damages for any injury caused by the removal or damage of trees in contravention of the terms of this Section.

B. The Berwyn Park District may institute a civil action in a court of competent jurisdiction to seek injunctive relief to enforce compliance with this Section to enjoin any violation, and to seek injunctive relief to prevent irreparable injury to the trees or properties encompassed by the terms of this Section.

1.19 LIABILITY INSURANCE CONTRACTS-VENDORS

Company shall obtain Commercial General Liability Insurance (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location. CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). The Berwyn Park District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to District. Company shall furnish District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements.

1.20 SEVERABILITY

If any section or other portion of this Title, or its application to any person, is, for any reason, declared invalid or unenforceable, in whole or in part, by any court or agency of competent jurisdiction, said decision shall not impact the validity of the remaining portions hereof.

Commented [4]: Severability. This a great addition to the ordinance!

DATE: 10/21/2025
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: New Business

- Pond Contract: Attorney Roth is continuing to work on the contract for the pond. Once completed I will notify the Board.
- Freedom Deeds: I have started talking with Superintendent Havis about amending the deeds.
- Security Incident Response Plan: This is a plan the PDRMA is strongly recommending all agencies have in place. This is currently a draft and CDS is also reviewing the plan for any changes that need to be made.

BERWYN PARK DISTRICT

INFORMATION SECURITY INCIDENT RESPONSE PLAN



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I. PURPOSE AND OVERVIEW

The Berwyn Park District as part of its day-to-day operations, may collect and retain certain Personal Information ("PI") (defined below), as well as other confidential and sensitive information regarding its employees, volunteers, patrons, visitors, and other third parties. The Park District must effectively respond to and manage Data Incidents (defined below) that may compromise the confidentiality, integrity, or availability of information systems, data or network resources that create, store, maintain or transmit PI or the Park District's other confidential and sensitive information. Accordingly, the Park District has adopted this Information Security Incident Response Plan (the "Plan") to provide oversight of and guidance for the Park District's response to any Data Incident. This Plan applies to all Park District employees, volunteers, agents, and independent contractors who have access to PI or Park District's other confidential and sensitive information.

Depending on the nature and extent of the Data Incident, such actions may consist of the following steps, some of which may take place concurrently:

- Initial Containment: Immediately coordinate efforts with the appropriate members of the Incident Response Team and other third parties (as necessary and appropriate) to contain the Data Incident.
- Initial Assessment: Conduct an initial assessment and evaluation of the Data Incident.
- Classification of the Data Incident: Evaluate and assign a severity level to the Data Incident.
- Plan Activation and Internal Notifications: Based on the severity level, activate the Plan and notify appropriate stakeholders.
- Additional Containment, Remediation, and Investigation: Confirm the Data Incident is contained and investigate the cause, nature, and extent of the Data Incident.
- External Notifications: At the direction of counsel, notify individuals, law enforcement, regulators, or other external parties based on applicable legal or contractual requirements.
- Documentation: Complete a Data Incident Log to document Park District's response to the Data Incident.
- Evaluation: Use the Data Incident as an opportunity to improve the Plan and Park District's data protection precautions.

If the Park District discovers a potential data security incident that may involve individuals' personal information, involves a loss of funds, or is affecting the Park District's ability to operate, the Park District should immediately contact Park District Risk Management Agency (PDRMA). PDRMA can be contacted 24/7 at 630.769.0332. PDRMA encourages early reporting of potential incidents.

If there is a reasonable possibility that a Data Incident may involve unauthorized access to PI, it is important for legal counsel to be promptly notified and involved in the response. If notifications to individuals, regulators, or other parties are necessary, the Park District will provide those notifications in accordance with applicable law.

All Park District personnel must immediately report any actual or suspected Data Incident to the Executive Director and the Superintendent of Finance and HR (the incident response team). They

will notify the CDS IT Help Desk of any actual or suspected Data Incidents. The Incident Response Manager and Team are identified in Appendix 2. The Incident Response Manager will determine if the Plan is activated based on the severity of the Data Incident. In the event the Plan is activated, the Incident Response Team (IRT) will convene and take steps to respond to the Data Incident in accordance with this Plan and applicable law.

Legal counsel will determine whether and how to notify internal or external parties regarding a Data Incident based on Park District's investigation of a Data Incident in order to ensure Park District meets its obligations under its contractual obligations and applicable law. Depending on the Data Incident, the Park District may need to notify one or more of the following categories of individuals or organizations during the response to the Data Incident:

- PDRMA.
- Law enforcement.
- Park District employees.
- Park District Board of Commissioners.
- Individuals whose PI was subject to unauthorized access or acquisition.
- State attorneys general or other applicable regulators.
- Media.
- The Park District's financial institution(s).
- The Park District's credit card processor.
- Credit reporting agencies.

Legal counsel, on behalf of the Park District, with the consent of the Park District's cyber insurer (through PDRMA) if possible and as applicable, may engage external vendors to assist legal counsel with investigating and analyzing the Park District's legal obligations arising from the Data Incident and ensuring the Park District complies with such obligations. These vendors may include, but are not limited to, outside privacy counsel, forensic security firms, public relation firms, notification services vendors, and eDiscovery firms.

If the Park District receives notice or discovers that one of its vendors or subcontractors that has access to the Park District's network or otherwise maintains any Park District PI sustains a Data Incident, the Park District will follow this Plan to investigate and respond to the vendor's incident in the same manner as if the incident occurred within the Park District's network.

II. DEFINITIONS

Data Incident - The actual, attempted, or suspected unauthorized access, acquisition, use, disclosure, modification, or destruction of PI and/or other confidential and sensitive information regarding the Park District's employees, volunteers, patrons, visitors, and other third parties, including any actual or suspected "breach" or "breach of security" as that term is defined by any applicable law, including a "breach of the security of the system data" as defined by the Illinois Personal Information Protection Act, 815 ILCS 530. Not all Data Incidents involve malicious/criminal activity. A Data Incident can also involve accidental disclosures of sensitive information such as by inclusion in unencrypted emails or website information. Data Incidents involving either electronic or paper records should be investigated in accordance with this Plan.

Personal Information ("PI") - An individual's last name and the individual's first name or first initial, in combination with any of the following unencrypted elements:

- Social Security number.

- Driver's license number, other state identification number, or foreign country equivalent.
- Passport number.
- The individual's financial account number, including a credit or debit card account number, with or without any required security code, access code, personal identification number or password, that would permit access to the individual's financial account.
- Medical information, including any information regarding an individual's medical history, mental or physical condition, or medical treatment or diagnosis by a healthcare professional, including such information provided to a website or mobile application.
- Health insurance information, including an individual's health insurance policy number or subscriber identification number, any unique identifier used by a health insurer to identify the individual, or any medical information in an individual's health insurance application and claims history, including any appeals records.
- An individual's taxpayer identification number or an identity protection personal identification number issued by the United States Internal Revenue Service.
- Unique biometric data generated from measurements or technical analysis of human body characteristics used to authenticate an individual, such as a fingerprint, retina or iris image, or other unique physical representation or digital representation of biometric data.
- Username or email address, in combination with a password or security question and answer that would permit access to an online account.
- A private key that is unique to an individual and that is used to authenticate or sign an electronic record.
- Any other data element that may be included within the definition of "personal information" or "private information" under any applicable data breach notification statute or regulation.

III. INCIDENT RESPONSE TEAM

The Incident Response Manager is responsible for overseeing the execution of the Plan, including the Park District's investigation and response to a Data Incident. The roles and responsibilities of the Incident Response Manager are set forth in Appendix 1, and the contact information for the Incident Response Manager is set forth in Appendix 2.

The Incident Response Team ("IRT") shall assist the Incident Response Manager when necessary and appropriate with respect to any Level 1, Level 2, or Level 3 Data Incidents. The roles and responsibilities of the IRT are set forth in Appendix 1 and the contact information for the IRT members is set forth in Appendix 2.

The Incident Response Manager and/or the IRT may deviate from the Plan to the extent necessary and appropriate to respond to a Data Incident.

IV. PREPARATION AND TRAINING

The Incident Response Manager and IRT shall provide training on the Plan to Park District employees and other third parties according to, and considering, their assigned roles and responsibilities on an annual basis. For example, regular users of Park District's information systems may only need to know who to call or how to recognize a Data Incident on the information system; system administrators may require additional training on how to handle/remediate

incidents; and incident responders may receive more specific training on forensics, reporting, system recovery, and restoration. Incident response training includes user training in the identification and reporting of suspicious activities, both from external and internal sources.

At least once per year, the Incident Response Manager and IRT shall conduct and document regular testing of the Plan against an identified threat to determine the overall effectiveness of the Park District incident response procedures through a tabletop exercise, security incident simulations, or other similar comprehensive exercises. The Incident Response Manager and IRT shall review the results of such testing and propose changes to the Plan to incorporate lessons learned.

The Park District shall continuously engage in reasonable, appropriate, and proactive monitoring, detection, and analysis activities of Park District's information systems, including, but not limited to, the following:

- Review security events and alerts for indicators of compromise.
- Update security event triggers based on current threats and periodically test alert mechanisms.
- Track, investigate, and document security events, alerts, and Data Incidents.
- To the extent possible, incorporate automated mechanisms to track, investigate, and document security events, alerts, and Data Incidents.

V. DATA INCIDENT INFORMATION REQUESTS

When responding to a Data Incident, it is important for the Park District to effectively manage the communication of information about the Data Incident to ensure that accurate information is provided in a way that assists stakeholders but does not jeopardize the Park District's investigation. If any Park District employee receives a request for information about the Data Incident from an external party, including media, law enforcement, or regulators, the request should be reported to the Incident Response Manager. The Incident Response Manager should consult with legal counsel and the IRT to respond to the request.

Unless approved by the Incident Response Manager, information regarding a Data Incident should not be shared outside of the IRT and senior Park District leadership. If information about a Data Incident is shared with a wider audience within the Park District or with any external parties, the information should not identify any specific individuals to protect all individuals' privacy. Privileged reports and communications with legal counsel or engaged third parties should not be shared beyond those internal individuals with a need to know the information to assist the Park District with analyzing and complying with its legal obligations. If external notifications are determined to be appropriate under applicable law, the IRT will develop a communications plan to respond to questions or requests from notified individuals or other external parties.

VI. DATA INCIDENT REPORTING PROCEDURES

All Park District personnel with knowledge of an actual, attempted, or suspected Data Incident must immediately notify the Incident Response Manager and/or Team about the Data Incident. The Response Manager/Team shall reach out to the IT Help Desk of any actual or suspected Data Incidents. The Incident Response Manager will determine if the Plan is activated based on the severity of the Data Incident. In the event the Plan is activated, the IRT will convene and take steps to respond to the Data Incident in accordance with this Plan and applicable law.

Anyone reporting an actual or suspected Data Incident may be required to assist the Incident Response Manager and/or IRT by providing details to assist with the investigation and assessment of the situation.

To the extent known, anyone reporting a Data Incident shall provide the following information:

- The date, time and location of the Data Incident.
- A general description of the type of the Data Incident (e.g., hacking event, malware, lost laptop, accidental disclosure, etc.).
- The PI and/or other confidential information and the computer system(s), application(s) or storage medium affected or at possible risk.
- Any actions undertaken since discovery of the Data Incident.

VII. INCIDENT RESPONSE PROTOCOL

1. Initial Containment

Upon being notified of an actual, attempted, or suspected Data Incident, the IT Help Desk (or other internal or external information technology professional utilized by the Park District) and the Incident Response Manager shall immediately determine whether the Data Incident has been contained. If the Data Incident has not been contained, then the Incident Response Manager should immediately coordinate efforts with the appropriate members of the IRT and other third parties (as necessary and appropriate) to contain the Data Incident.

The steps required to contain the Data Incident will depend on the specific facts and circumstances of the Data Incident. Such steps may include, but are not limited to, the following:

- Disabling internet connectivity from affected systems.
- Removing PI or other sensitive information from affected sites, systems or applications.
- Shutting down particular applications or third-party connections, reconfiguring firewalls, updating antivirus software, changing computer access codes, and modifying physical access controls.
- Changing applicable passwords for accounts that have access to the affected PI or other sensitive information, including system processes and authorized users, and, if it is determined that an authorized user's account was compromised and used by an intruder, disabling the account.
- Monitoring systems and the network for signs of continued intruder access.

To the extent possible, all potential forensic evidence (hard drives, images, logs) should be preserved during the containment and remediation of the Data Incident.

2. Initial Assessment

The Incident Response Manager shall conduct an initial assessment and evaluation of the Data Incident. As part of the initial assessment, the IT Help Desk and/or Incident Response Manager shall, to the extent possible at that time, identify:

- The date and time of the Data Incident.
- The person(s) reporting the Data Incident.
- The person(s) discovering the Data Incident.

- The manner in which the Data Incident occurred (e.g., data device misplaced, data theft, hacking event, etc.).
- The PI and/or other sensitive/confidential information potentially lost or compromised.
- The storage medium from which any PI, data and/or other sensitive/confidential information was accessed, lost or otherwise affected (e.g., laptop, backup tapes, hard-copy printout, server, etc.).
- The information systems, network resources and/or applications that were or may have been affected.
- The countermeasures enabled, if any, when the access, loss or theft occurred (e.g., full computer encryption on laptop, file/folder encryption on certain files on laptop, etc.).
- The existing security controls or security controls that can be immediately updated to address and remediate the Data Incident.
- If data was lost in transfer, the tracking number and name of the company shipping the data.
- The number of individual(s) potentially affected.
- The location of individual(s) potentially affected (i.e., the state(s) or country(ies) in which the individual(s) reside).
- The identity(ies) of individual(s) potentially affected.

3. Classification of the Data Incident

Based on the information gathered during the initial assessment described above, the Incident Response Manager will assign a severity level to the Data Incident. As an existing Data Incident changes in severity, the Incident Response Manager shall reassign the Data Incident to the appropriate Data Incident classification. If a Data Incident may be between two Data Incident classifications, then the Data Incident shall be assigned the higher of the two classifications.

The following Data Incident classification table is used to assign the proper Data Incident classification.

Level 0	A Data Incident is designated as Level 0 if after a preliminary review it is determined that it is a false alarm or there is no impact to any Park District PI, data, or system.
Level 1	A Data Incident is designated as Level 1 if: • Impacts only Park District non-critical information systems, network resources or data. • Is quickly mitigated or prevented by existing Park District security controls. • Can be quickly mitigated or prevented by updating existing Park District security controls. • Poses little to no risk to PI or Park District's other confidential and sensitive information or Park District's information systems, network resources, applications or data.
Level 2	A Data Incident is designated as Level 2 if: • Impacts up to two critical Park District information systems, network resources or sources of data. • Creates a risk to PI or Park District's other confidential and sensitive information or Park District's information systems, network resources, applications or data.

	• Involves a potential loss of funds, including through fraudulent transfers.
Level 3	A Data Incident is designated as Level 3 if: • There is imminent danger that a large amount of PI or Park District's other confidential and sensitive information can be accessed, used, modified or destroyed by an unauthorized person or if the disclosure or access of PI or Park District's other confidential and sensitive information has already occurred to a large extent. • Three or more critical Park District information systems, network resources or sources of data are impacted. • Organizations outside of the Park District could be or are being impacted by the Data Incident. • The Data Incident could impact any person's physical safety. • Significant Park District services are being degraded or stopped by the Data Incident. • Involves a meaningful risk of a significant loss of funds or other legal liability for the Park District. • Involves ransom and/or extortion.

4. Plan Activation and Initial Notifications

If the Incident Response Manager determines that a Data Incident is classified as a Level 2 or Level 3 incident, the Incident Response Manager or other designated Park District representative, must immediately contact PDRMA. For Level 1 or Level 0 incidents, the Park District has the option to notify PDRMA, as well. PDRMA can be contacted 24/7 at 630.769.0332.

Once contacted, PDRMA will assist the Park District with notifying its cyber insurance carrier and, as needed, engaging approved service providers, including legal counsel, to assist the Park District with responding to the Data Incident.

Based on the classification of the Data Incident, this Plan will be activated as follows:

Level 0	The Plan is NOT activated. The IT Help Desk and/or the Incident Response Manager will personally remediate and/or monitor the Data Incident and/or assign and oversee the appropriate Park District staff to remediate and/or, monitor the Data Incident. The assigned staff will provide regular status reports to the Incident Response Manager regarding the Data Incident.
Level 1	If the IT Help Desk is made aware of the Data Incident prior to the Incident Response Manager, they will promptly notify the Incident Response Manager and the Incident Response Manager will determine whether gathering some or all the IRT is necessary.
Level 2	If the IT Help Desk is made aware of the Data Incident prior to the Incident Response Manager, they will immediately notify the Incident Response Manager. The Incident Response Manager will promptly gather the IRT and will report on

	the Data Incident and its severity level and activate the Plan, as necessary and appropriate to address and remediate the Data Incident.
Level 3	If the IT Help Desk is made aware of the Data Incident prior to the Incident Response Manager, they will immediately notify the Incident Response Manager. The Incident Response Manager will immediately gather the IRT and will report on the Data Incident and its severity level and activate the Plan, as necessary and appropriate to address and remediate the Data Incident.

5. Additional Containment, Remediation, and Investigation

The Incident Response Manager and the IRT shall develop a response plan and assign roles and tasks to appropriately respond to the Data Incident, including consideration for the following:

- Identifying the root cause of the Data Incident.
- Whether the Park District should undertake additional steps to mitigate the risk of a subsequent Data Incident (e.g., restore integrity to the data system.)
- Identifying the individuals whose information may have been involved in the Data Incident.
- Whether additional steps can be taken to mitigate any risk of identity theft or fraud to any individuals.
- Whether to engage any third-party vendors to further assist Park District and its counsel in analyzing and responding to the Data Incident. External resources may be particularly appropriate for Level 2 and 3 Data Incidents. Such vendors may include any of the following:
 - External legal counsel.
 - Forensic security firm.
 - eDiscovery vendor.
 - Ransom negotiator.
 - Public relations firm.

To the extent a decision is made to engage third-party vendors, the Park District should coordinate with PDRMA and the Park District's cyber insurance carrier to ensure that such engagements and vendors are approved to the extent necessary.

6. External Notifications

After the Data Incident is investigated, the Incident Response Manager, with the assistance of the IRT and outside legal counsel, will assess the notification obligations imposed by applicable data breach notification laws based on the locations of the potentially affected individuals. Depending on the Data Incident, the Park District may need to notify one or more of the following categories of individuals or organizations:

- Individuals whose PI was subject to unauthorized access or acquisition.
- State attorneys general or other applicable regulators.
- Law enforcement.
- The Park District Board of Commissioners.
- Park District employees.
- Media.

- The Park District's financial institution(s).
- Credit reporting agencies.

Communications with any external persons or organizations regarding a Data Incident should be made through, or at the direction of, legal counsel.

The Park District should consult with its counsel to ensure that it is notifying and updating the Park District Board of Commissioners in a manner that appropriately informs the board, maintains necessary confidentiality regarding the Data Incident and the Park District's response, and complies with the Illinois Open Meetings Act, 5 ILCS 120. The board should consider utilizing closed meetings to discuss issues regarding an ongoing Data Incident response, to the extent permissible under the Open Meetings Act.

Unless notification to individuals is delayed or barred for law enforcement reasons, once it has been determined to provide notice regarding the Data Incident, affected individuals shall be notified in the most expedient manner possible and in compliance with any applicable time frames for such notice set forth in applicable state, federal, or international laws.

The content of the notification shall comply with the applicable laws in which the affected individuals reside, and shall at a minimum include the following:

- A brief description of the Data Incident and how the PI was accessed, disclosed, lost or otherwise compromised.
- the approximate date of the Data Incident.
- To the extent possible, a description of the types of PI that were involved in the Data Incident.
- A brief description of the steps undertaken by the Park District to investigate the Data Incident, mitigate against potential losses, and protect PI from further potential compromise.
- The toll-free numbers and addresses for consumer reporting agencies.
- The toll-free number, address and website address for the Federal Trade Commission or any federal agency that assists consumers with identity theft matters.
- A statement that the individual can obtain information from the consumer reporting agencies and the Federal Trade Commission about fraud alerts and security freezes.
- Point-of-contact information for individuals who have questions or need more information.
- If applicable, information on how to access any credit monitoring services that the Park District may offer to the affected individuals and/or other steps individuals should consider taking as a result of the Data Incident.

The notification to individuals shall not include information concerning the number of Illinois residents affected by the breach.

Notice to the Illinois Attorney General is necessary for any Data Incident involving notice to more than 500 Illinois residents. Such notice to the Illinois Attorney General will be made in accordance with applicable law and should be made without unreasonable delay and no later than the same time that the Park District notifies individuals regarding the Data Incident.

7. Documentation

The Incident Response Manager shall document each Data Incident for the purpose of tracking each event, response, and disposition, including completing a Data Incident Log (a sample of which is set forth in Appendix 3). The Incident Response Manager shall ensure that appropriate and adequate records are maintained to document the Data Incident reported under the Plan. The Incident Response Manager may delegate these tasks to others within the organization.

Such records shall be generated, compiled and maintained in a manner sufficient to safeguard the financial, legal, or other rights of individuals, if any, affected by the Data Incident.

Unless a litigation hold is in place, records shall be maintained no longer than required by any applicable record retention schedules to ensure that any sensitive PI is not unnecessarily retained or exposed to the risk of a future Data Incident.

8. Evaluation

The development and implementation of this Plan and the Park District's privacy and data protection efforts are ongoing processes. As such, after each Level 1, 2, or 3 Data Incident, the IRT shall review this Plan and make any modifications deemed appropriate. In the event that there are no Level 1, 2, or 3 Data Incidents in a calendar year, the IRT shall nonetheless review this Plan and make any modifications deemed appropriate. The IRT will also consider whether Park District can improve its technical security measures or other data security precautions based on lessons learned during the incident response.

In cases involving Data Incidents caused by third parties, the IRT should evaluate with legal counsel whether legal action against any such third parties may be appropriate due to the Data Incident.

Approval and Change Record:

<u>Date of Last Review and Approval:</u>	<u>Name and Title of Approver</u>	<u>Description of Changes</u>

APPENDIX 1

Incident Response Team Assignments and Responsibilities

Incident Response Team Member	Department	Role	Responsibilities
Incident Response Manager	Executive Director or other senior Park District Leader	Oversees the Park District's investigation and response to a Data Incident	- Oversees the Park District's investigation of and response to the Data Incident. - Determines the nature and extent of the Data Incident and classifies the Data Incident in accordance with the Plan. - Directs, coordinates and monitors the progress of the Park District's investigation of and response to the Data Incident including, when necessary and appropriate, organizing the Incident Response Team with respect to any Data Incident. - Convenes IRT and chairs IRT meetings. - Ensures proper and necessary documentation of Park District's investigation of and response to the Data Incident. - Communicates with the Park District's senior leadership team, the Park District's business partners or other stakeholders, the media and other third parties, as necessary and appropriate. - Coordinates with outside legal counsel to comply with applicable data breach notification laws

Commented [AB1]: Note to Drafter – These role designations should be adjusted to align with the appropriate individuals at the Park District. Additional roles can also be added if applicable for the Park District.

			and other applicable legal requirements.
Information Technology (IT) Representative	Information Technology	IT advisor to the IRT	- Obtains information about the Data Incident and determines whether to notify the Incident Response Manager. - Provides assistance in determining the existence, cause and extent of an IT-related Data Incident. - Coordinates with the IT Department and, if necessary and appropriate, external IT resources to contain and remediate an IT-related Data Incident. - Coordinates with the IT Department to respond to and provide needed information to Incident Response Manager and/or IRT. - Coordinates with the IT Department to plan and implement actions to prevent similar future IT-related Data Incidents.
Financial Representative	Superintendent of Finance and HR	Financial risk analyst	- Assists with financial analysis relating to Park District's investigation of and response to the Data Incident - Assists with obtaining necessary budget approval for Park District's investigation of and response to the Data Incident
Communications and Media Representative	Marketing Manager	Public relations advisor, liaison to Marketing Department	- Creates and/or maintains Data Incident public relations/media procedures - Coordinates with the IRT, legal team, senior

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			leadership team and other business stakeholders on the timing, content and method of notification • Prepares and issues press releases or statements regarding the Data Incident, as necessary and appropriate
Human Resources (HR) Representative	Superintendent of Finance and HR	Employment and liaison to Human Resources Department	• Assists with determining the existence, cause and extent of an employee-related Data Incident • If employee personal data is compromised, handles communications with business area managers and employees • If employee performance is a factor in the incident, works with appropriate managers and employees to correct performance or improve processes or training • If employee misconduct is a factor in the incident, works with appropriate HR and business managers, legal representative and others to take appropriate employment action (e.g., termination of employment) and legal action

APPENDIX 2

Incident Response Team and External Resource Contact Information

IRT Contacts	Office Phone	Mobile Phone	Primary E-mail	Alternate E-mail
Incident Response Manager: Cathy Fallon	708-956-7856	630-835-7846	cfallon@berwynparks.org	
Alternate:				
IT Representative: CDS Help Desk	855-215-7663		helpdesk@cdsot.com	
Alternate:				
Finance: Cindy Hayes	708-956-7857	708-558-3177	chayes@berwynparks.org	
Communications and Media Representative: Brittany Nepomuck	708-637-3003	464-240-2774	bnepomuck@berwynparks.org	
HR Representative: Cindy Hayes	708-956-7857	708-558-3177	chayes@berwynparks.org	

THIRD-PARTY VENDORS AND EXTERNAL SUPPORT			
	Office Phone	Mobile Phone	E-mail
The Park District Risk Management Agency ("PDRMA")	630.769.0332		
Outside Legal Counsel: Mike Roth	630-354-8944	630-217-1010	Michael.roth.atty@outlook.com

Notes to ADD:

Add bank info

MSI info

Rec registration info

Credit card info

APPENDIX 3

Data Incident Log

How was the Data Incident reported?	
Date or Date Range of Data Incident (if known):	Time of Data Incident (if known):
Date of Discovery of Data Incident:	Time of Discovery of Data Incident:
Person Discovering the Data Incident:	

Initial Assessment			
☐ Suspected Data Incident		☐ Confirmed Data Incident	
Data Incident Classification (Level 1, 2, 3) (if known):			
Type of Data Incident			
☐ Lost/Stolen Device	☐ Unauthorized Access	☐ Insider Activity	☐ Inadvertent Disclosure
☐ Vendor Incident	☐ Ransomware	☐ Malware	☐ Email Compromise
☐ Other (Describe)			
Data Exposure Dates			
Start Date:		End Date:	
Data Encrypted? ☐ Yes ☐ No		Data Password Protected? ☐ Yes ☐ No	

	Name	Phone	Title
Reported by			
Reported to			

Persons who may have been involved in or have knowledge of the Data Incident:	
Description of the cause or manner in which the Data Incident occurred (e.g., data device misplaced, data theft, hacking event, etc.):	
The identity(ies) and location(s) of all individual(s) potentially affected (i.e., the state(s) in which the individual(s) reside):	
The number of individuals potentially affected (if known):	
Description of the PI, data, and/or other information lost or compromised ☐ Name ☐ Account Number ☐ Credit/Debit Card Number ☐ Social Security Number ☐ Driver's License Number ☐ State ID Number ☐ Date of Birth ☐ Medical Information or Health Insurance Information ☐ Address ☐ E-mail Address ☐ Usernames and/or passwords ☐ Other:	
What specific storage medium, systems, applications/equipment were accessed or compromised (if known)?	
If data was lost in a physical transfer, the tracking number and name of the company shipping the data, if any:	
Have passwords been reset for any impacted accounts?	☐ Yes ☐ No If yes, date of last reset:
Have any malicious rules been disabled?	☐ Yes ☐ No
Have all logs or other evidence been preserved?	☐ Yes ☐ No

Need to contact law enforcement?	☐ Yes ☐ No If so, identify agency(ies) notified and dates of the notice:
Need to contact state attorney(s) general or other regulators?	☐ Yes ☐ No If so, identify regulators notified and dates of the notice:
Need to contact media?	☐ Yes ☐ No If so, identify media outlets and dates of notice:
Was extortion involved?	☐ Yes ☐ No If so, name of negotiation vendor engaged, if applicable:
Need to notify affected individuals?	☐ Yes ☐ No If so, identify the number of notified individuals and the date of the notice:
Will third party forensics be engaged?	☐ Yes ☐ No If so, name of vendor engaged:
Is insurance coverage available?	☐ Yes ☐ No If yes, has the insurance carrier been notified? ☐ Yes ☐ No
Was credit monitoring provided to any individuals?	☐ Yes ☐ No

Was outside counsel engaged?		☐ Yes ☐ No
		If so, name of counsel/firm engaged:
Actions undertaken to contain, minimize, or remediate potential harm or exposure:		
When did containment occur?	Date: _____	Time: _____
Describe how containment was implemented:		
Signature:	Printed Name:	Date: